

SUBJ: DESIGNEE MANAGEMENT HANDBOOK

4/28/00

1. PURPOSE. This change is issued to make clarifications and data updates to the Designee Management Handbook. The information provided in this change is the result of an effort to maintain handbook currency until the next revision is issued.

2. DISTRIBUTION. This order is distributed to the Washington headquarters branch levels of the Aircraft Certification Service, Flight Standards Service, and the Regulatory Support Division; to the Aviation System Standards Office; to the branch level in the Aircraft Certification Offices; to all Manufacturing Inspection District and Satellite Offices; to all Flight Standards District Offices; to the Aircraft Certification Branch and Flight Standards Branch at the FAA Academy; to the Brussels Aircraft Certification Staff and Flight Standards Staff; to applicable Representatives of the Administrator; and to all International Field Offices.

3. EXPLANATION OF CHANGES. The information contained in Chapter 8 was updated to address policy relative to the maintenance designee's expansion, authority, and transfer requests; function codes and descriptions, and to incorporate other minor policy changes. In addition to the changes in Chapter 8, several engineering charts, manufacturing designee function codes and descriptions, and sample letters were corrected. An engineering chart was also missing and therefore added.

4. DISPOSITION OF TRANSMITTAL. After filing the attached pages, this transmittal should be retained.

PAGE CONTROL CHART

Remove pages	Dated	Insert pages	Dated
iii thru vi	11/20/98	iii thru vi	4/28/00
1 thru 8	11/20/98	1 thru 8	4/28/00
15	11/20/98	15	11/20/98
16	11/20/98	16	4/28/00
19 and 20	11/20/98	19 and 20	4/28/00
25 and 26	11/20/98	25 and 26	4/28/00
35	11/20/98	35 and 36	4/28/00
41 thru 50	11/20/98	41 thru 53 (and 54)	4/28/00

Distribution: A-W (IR/FS/VN)-3; A-X (CD/FS)-3; A-FFS-5, 7 (MAX);
A-FAC-3, 4(STD); AMA-220 (25 copies); AMA-250 (500 copies);
AFS-600 (3 copies); AVR-20 (ALL); AEU-100/200; A-FDR-1D; FDR-2

Initiated By: AIR-100/200

PAGE CONTROL CHART (Cont'd)

Remove pages	Dated	Insert pages	Dated
Appendix 1, page 7	11/20/98	Appendix 1, page 7	11/20/98
Appendix 1, pages 8 thru 10	11/20/98	Appendix 1, pages 8 thru 10	4/28/00
		Appendix 1, page 16-1 (and 16-2)	4/28/00
Appendix 1, page 25	11/20/98	Appendix 1, page 25	4/28/00
Appendix 1, page 26	11/20/98	Appendix 1, page 26	11/20/98
Appendix 1, page 27	11/20/98	Appendix 1, page 27	4/28/00
Appendix 1, page 28	11/20/98	Appendix 1, page 28	11/20/98
Appendix 1, page 29	11/20/98	Appendix 1, page 29	4/28/00
Appendix 1, page 30	11/20/98	Appendix 1, page 30	4/28/00
Appendix 1, page 39	11/20/98	Appendix 1, page 39	11/20/98
Appendix 1, page 40	11/20/98	Appendix 1, page 40	4/28/00
Appendix 1, pages 41 thru 45	11/20/98	Appendix 1, pages 41 thru 45	4/28/00
Appendix 1, page 46	11/20/98	Appendix 1, page 46	11/20/98
Appendix 1, page 49	11/20/98	Appendix 1, page 49	11/20/98
Appendix 1, page 50	11/20/98	Appendix 1, page 50	4/28/00
Appendix 2, pages 3 and 4	11/20/98	Appendix 2, pages 3 and 4	4/28/00
Appendix 4, page 3	11/20/98	Appendix 4, page 3	11/20/98
Appendix 4, page 4	11/20/98	Appendix 4, page 4	4/28/00
Appendix 4, pages 5 and 6	11/20/98	Appendix 4, pages 5 and 6	4/28/00
Appendix 4, pages 11 and 12	11/20/98	Appendix 4, pages 11 and 12	4/28/00
Appendix 4, page 15	11/20/98	Appendix 4, page 15	11/20/98
Appendix 4, page 16	11/20/98	Appendix 4, page 16	4/28/00

For /S/ Ronald T. Wojnor
Elizabeth Erickson
Director, Aircraft Certification
Service, AIR-1

TABLE OF CONTENTS

CHAPTER 1. INTRODUCTION

Paragraph	Page
1. Purpose	1
2. Distribution	1
3. General	1
4. Changes to this Order	2
5. Deviations	2
6. Definitions	3
7. Acronyms	5
8. Forms, Letters, and Formats	6
9. Information Currency	6

CHAPTER 2. AIR APPLICATION PROCESS

200. General	7
201. Application Package	7
Table I Regulatory Appointment Criteria	8
Table II Technical Appointment Criteria	8
Table III Interface Appointment Criteria	14
Table IV Standardization Appointment Criteria	15
202. FAA Employee Applications	15
203. Multiple Appointments	15
204. Supplier DMIR Applications	15
205. ODAR Applications	16
206. Appointment of DMIRs Outside the United States	16
207. Appointment of DARs Outside the United States	17
208. Appointment of DERs Outside the United States	17

CHAPTER 3. AIR DESIGNEE APPOINTMENT PROCESS

300. General	19
301. Initial Application Processing	19
302. Advisor's Evaluation of the Application	19
303. Purpose and Make-Up of the Evaluation Panel	20
304. Evaluation Panel Review of the Application	21
305. Administrative Requirements	21
306. DER Candidate Identification	22
307. DAR Candidate Identification	23
308. DAR Candidate Development Profile	24
309. Requests for Multiple Appointment, Expanded Authority, and Transfer Requests	25

TABLE OF CONTENTS (CONTINUED)

CHAPTER 4. AIR APPEAL PANEL

400.	General	27
401.	The Appeal Panel	27
402.	Scope of the Appeal Panel Authority	27
403.	Functioning of the Appeal Panel.....	27

CHAPTER 5. AIR DESIGNEE ORIENTATION

500.	General	29
501.	General Designee Orientation	29
502.	DER Orientation.....	30
503.	DMIR Orientation	30
504.	DAR Orientation	31
505.	ODAR Orientation	32

CHAPTER 6. AIR DESIGNEE FILES

600.	Maintenance of Files	35
------	----------------------------	----

CHAPTER 7. AIR ROLES AND RESPONSIBILITY

700.	General	37
701.	Appointment Process Coordinator	37
702.	Advisor	37
703.	Appointing Office Manager	38
704.	Evaluation Panel.....	38
705.	Appeal Panel	39

CHAPTER 8. MAINTENANCE DAR AND ODAR APPLICATION, APPOINTMENT, AND APPEAL PROCESS

800.	General	41
801.	General Qualifications.....	41
802.	Specialized Experience Required for Maintenance Functions.....	41
803.	NEB Process.....	44
804.	Application Procedures	45
805.	FAA Employee Applications	47
806.	Maintenance ODAR Applications	48
807.	Applicant Notification.....	49

TABLE OF CONTENTS (CONTINUED)

CHAPTER 8. MAINTENANCE DAR AND ODAR APPLICATION, APPOINTMENT, AND APPEAL PROCESS (CONTINUED)

808.	Administrative Requirements.....	49
809.	General Designee Orientation.....	49
810.	Maintenance DAR Orientation.....	50
811.	Maintenance ODAR Orientation.....	51
812.	Maintenance of Files.....	52
813.	Appeal Process.....	52

APPENDIX 1.

Figure 1.	Sample FAA Form 8110-14, Statement of Qualifications.....	1
Figure 2.	Sample DER Application Package Submittal Letter.....	3
Figure 3.	DER Application Evaluation.....	4
Figure 4.	Sample DMIR/DAR/ODAR Application Package Submittal Letter.....	30
Figure 5.	DMIR/DAR/ODAR Application Evaluation.....	31
Figure 6.	Information That Shall be in the Procedures Manual Submitted by the ODAR Applicant.....	47
Figure 7.	FAA Geographic Locations.....	48
Figure 8.	Geographical Boundaries Aircraft Certification Directorates.....	53

APPENDIX 2.

Figure 1.	Designee Selection & Appointment Process Flow Chart.....	1
Figure 2.	Designee Appointment Tracking Document.....	2
Figure 3.	Effective Interviewing.....	5
Figure 4.	Checking Designee Applicant References.....	8
Figure 5.	Reaching Consensus.....	10

APPENDIX 3.

Figure 1.	Sample Designee Working Agreement.....	1
Figure 2.	Sample DAR Candidate Development Profile.....	3

APPENDIX 4.

Figure 1.	Sample Acknowledgment of Letter Requesting Designee Information.....	1
Figure 2.	Sample Acknowledgment of Receipt of Application.....	2
Figure 3.	Sample Notification Application Forwarded to Evaluation Panel.....	3
Figure 4.	Sample Notification Application Not Forwarded to Evaluation Panel.....	4
Figure 5.	Sample Notification of Denial Letter.....	5

TABLE OF CONTENTS (CONTINUED)

Figure 6. Sample Notification of Identification as a DER Candidate-Company.....	6
Figure 7. Sample Notification of Appointment as a DER.....	8
Figure 8. Sample Notification of Identification as a DER Candidate - Consultant	11
Figure 9. Sample Notification of Identification as a DAR Candidate	14
Figure 10. Sample Notification of Appointment as a DMIR/DAR/ODAR	16
Figure 11. Sample FAA Form 8000-5, Certificate of Designation (Reduced Size).	18
Figure 12. Sample FAA Form 8000-5, Certificate of Designation (Wallet Size Reproduction for Identification Purposes).	19

CHAPTER 1. INTRODUCTION

1. PURPOSE. This order establishes the Federal Aviation Administration (FAA) procedures to be used by the Aircraft Certification Service (AIR) and Flight Standards Service (AFS) in the selection, appointment, orientation, and acceptance of delegated authority of appointed designees covered by this order. These procedures are designed to ensure the unbiased selection, appointment, and orientation of qualified private persons. For AIR designee applicants, an Evaluation Panel (EP) is established at the local office level. Procedures for the EP process are found in chapters 2 through 7 of this order and appendices 1 through 4. For AFS designee applicants, a National Examiners Board (NEB) is used. Procedures for the NEB process are found in chapter 8 of this order. Specifically, this order addresses the selection, appointment, and orientation of Designated Engineering Representatives (DERs), Designated Manufacturing Inspection Representatives (DMIRs), Designated Airworthiness Representatives (DARs), and Organizational Designated Airworthiness Representatives (ODARs). This order replaces existing information in orders and notices governing the selection, appointment, and orientation of these designees.

2. DISTRIBUTION. This order is distributed to the Washington headquarters branch levels of the Aircraft Certification Service, Flight Standards Service, and the Regulatory Support Division; to the Aviation System Standards Office; to the branch level in the Aircraft Certification Directorates and regional Flight Standards Divisions; to all Aircraft Certification Offices; to all Manufacturing Inspection District and Satellite Offices; to all Flight Standards District Offices; to the Aircraft Certification Branch and Flight Standards Branch at the FAA Academy; to the Brussels Aircraft Certification Staff and Flight Standards Staff; to applicable Representatives of the Administrator; and to all International Field Offices.

3. GENERAL.

a. Section 44702 (d) of Title 49 United States Code (49 USC), (formerly the Federal Aviation Act of 1958, Title III, Section 314(a)), empowers the Administrator to "...delegate a qualified private person, or to an employee under the supervision of that person, a matter related to the examination, testing, and inspection necessary to issue a certificate and issuing the certificate." Title 14 Code of Federal Regulations (14 CFR), part 183, Representatives of the Administrator, prescribes the requirements for designating private persons to act as Representatives of the Administrator for the purpose of issuing airman and aircraft certificates. Subpart B of part 183 empowers the FAA to select designees from qualified persons who apply by a letter accompanied by a statement of qualifications. The delegations are limited in scope in that all requirements, policy, direction, and interpretations must reside with the Administrator.

b. Section 183.29 defines the types of DER appointments in the following technical disciplines:

(1) Structural Engineering.

(2) Powerplant Engineering.

(3) Systems and Equipment Engineering.

(4) Radio Engineering.

(5) Engine Engineering.

(6) Propeller Engineering.

(7) Flight Analyst.

(8) Flight Test Pilot.

(9) Acoustical Engineering.

c. Section 183.31 defines the privileges of a DMIR appointment.

d. Section 183.33 defines the privileges of a DAR appointment.

e. It is essential that designees be familiar with and have ready access to all appropriate FAA publications and documents.

f. Designations are a privilege, not a right; and not every qualified applicant will be granted a designation. The FAA is SOLELY responsible for determining if there is sufficient FAA need to justify the appointment of a designee, and that there are adequate FAA resources available to manage the designee. If either of these conditions cannot be met, or for any other reason that the Administrator deems appropriate, appointment WILL NOT be made. Subsequent to appointment, a designation may be terminated or not renewed in accordance with FAA Order 8130.24, Procedures for Termination/Nonrenewal of Aircraft Certification Service Designations and Delegations.

g. The FAA is also responsible for determining when the services of a designee may be used. Designees shall perform only those functions for which they have been authorized including any unique function(s) specifically authorized on a case-by-case basis. All certification functions identified in this order will be performed on behalf of the FAA and not on behalf of the aviation industry. In addition, a designee is not considered an employee of the U.S. Government and is not federally protected for the work performed or the decisions made as a designee.

4. CHANGES TO THIS ORDER. The authority to revise, or cancel material in this order resides with the Aircraft Certification Service: The Aircraft Engineering Division (AIR-100), and the Production and Airworthiness Certification Division (AIR-200), in coordination with the Flight Standards Service (AFS-300).

5. DEVIATIONS. Adherence to the procedures in this order is necessary for uniform administration of this directive material. Any deviations from this guidance material must be coordinated with and approved by AIR-100 for engineering designee issues and by AIR-200 for manufacturing and maintenance designee issues, in coordination with AFS-300. If a deviation becomes necessary, the FAA employee involved should be guided by sound judgment, ascertaining that all deviations are substantiated, documented, and concurred with by the appropriate supervisor and AIR-100/AIR-200 as

applicable. FAA employees are NOT federally protected for the work they perform if that work is done outside the scope of national policy.

6. DEFINITIONS.

a. Advisor. An Aviation Safety Engineer (ASE), Flight Test Pilot (FTP), or Aviation Safety Inspector (ASI) with a similar discipline as the applicant who is assigned as the primary individual with the responsibilities of performing the initial evaluation and continuous oversight during appointment.

b. Appeal Panel. Two or more office managers and/or senior ASE/ASI/FTP assigned the task of determining if the appointment process was conducted properly in the event of an applicant's appeal of the FAA's decision.

c. Appointing Office. The Aircraft Certification Office (ACO), Manufacturing Inspection Office (MIO), Manufacturing Inspection District Office (MIDO), Manufacturing Inspection Satellite Office (MISO), Certificate Management Office (CMO), Certificate Management Unit (CMU), or Flight Standards Regional Office having selection, appointment, and/or orientation responsibility for the following designees:

(1) Designated Engineering Representative. The appointment is signed by the manager of the appropriate ACO or the manager's designee within the ACO. The ACO is delegated responsibility as the appointing office for processing the initial appointment applications, continuous oversight, and/or issuing renewals.

(2) Designated Manufacturing Inspection Representative, Designated Airworthiness Representative - Manufacturing, Organizational Designated Airworthiness Representative - Manufacturing. The appointment is signed by the manager of the appropriate MIDO. The MIDO manager is delegated responsibility as the appointing official for processing the initial appointment applications and/or issuing renewals. For administrative efficiency purposes, the MIDO manager may further delegate to MISO personnel the renewal of a DMIR, DAR, and ODAR.

NOTE: Appointment authority may be retained at the MIO level.

(3) Maintenance DAR and ODAR. The appointing office is the Flight Standards District Office (FSDO) in the geographic region where the designee is located or has a primary place of business, and where the authorized functions will be performed. The FSDO also retains renewal responsibility.

d. Appointment Process Coordinator. The FAA individual that initiates the formal selection, orientation, and appointment review process and coordinates all subsequent FAA actions.

e. DAR - Maintenance. An individual appointed in accordance with § 183.33 who holds a mechanics certificate with either airframe, powerplant, or airframe and powerplant ratings under 14 CFR part 65, Certification: Airmen Other Than Flight Crewmembers (part 65), or a person holding a repairman certificate and employed at a certificated repair station under 14 CFR part 145, Repair Stations (part 145), and who meets the qualification requirements of this order.

f. DAR - Manufacturing. An individual appointed in accordance with § 183.33 who possesses aeronautical knowledge, experience, and meets the qualification requirements of this order.

g. DER. An individual appointed in accordance with § 183.29 who holds an engineering degree or equivalent, possesses technical knowledge and experience, and meets the qualification requirements of this order.

(1) Company. An individual appointed to act as a company DER for his/her employer and may only approve or recommend approval of technical data to the FAA for the company.

(2) Consultant. An individual appointed to act as an independent (self-employed) consultant DER to approve or recommend approval of technical data to the FAA for a client.

h. Designee File. A file maintained at the branch or office level that contains all information to support the delegation.

i. Designee Information Network. The Designee Information Network (DIN), is an automated information system designed to support the designee management process by providing a consolidated designee information repository for tracking designee personnel data.

j. DMIR. An individual appointed in accordance with § 183.31 who possesses aeronautical knowledge, experience, and is employed by a Production Approval Holder (PAH) or PAH's approved supplier who meets the qualification requirements of this order.

k. Evaluating Office. The office that has the technical expertise necessary to make a determination of the technical qualifications of an applicant. This may be the same as the appointing office.

l. Evaluation Panel. Two or more technical specialists assigned to evaluate an applicant's qualifications against the appointment criteria in order to determine denial, candidacy, or appointment and delegated authority, as appropriate.

m. FAA Evaluator. The FAA Evaluator is the engineer or pilot who has a technical specialty other than that of the Advisor. The Evaluator is responsible to complete the evaluation form for that specialty and coordinate with the Advisor.

n. Knowledge-Based Test. A single evaluation tool to be used in conjunction with other qualification criteria in assessing an applicant's eligibility. There is no specific pass or fail criteria established for eligibility.

o. Mentor. A designee who works with a candidate on behalf of the Advisor to ensure the candidate is progressing to become qualified as a designee.

p. Multiple Appointments. An individual may be appointed as more than one type of designee. For example: DAR and DMIR; Company DER and Consultant DER; DAR, DMIR, and DER, etc., as long as all appointment criteria are met.

q. ODAR - Maintenance. An organization appointed in accordance with § 183.33 that meets the qualification requirements of this order and holds a repair station certificate with appropriate ratings; or an air carrier operating certificate holder with an FAA-Approved Continuous Airworthiness Maintenance Program.

r. ODAR - Manufacturing. An organization appointed in accordance with § 183.33 that possesses aeronautical knowledge and experience and meets the qualification requirements of this order.

s. Person. An individual, firm, partnership, corporation, company, association, joint-stock association, or government entity. It includes a trustee, receiver, assignee, or similar representative of any of them.

t. Production Approval Holder. The holder of a Production Certificate (PC), Approved Production Inspection System (APIS), Parts Manufacturer Approval (PMA), or Technical Standard Order (TSO) authorization, issued under the provisions of part 21, who controls the design and quality of the product/part.

7. ACRONYMS. The following is a list of acronyms used in this order:

AC	Advisory Circular
ACO	Aircraft Certification Office
AD	Airworthiness Directive
AFS	Flight Standards Service
AIR	Aircraft Certification Service
APC	Appointment Process Coordinator
APIS	Approved Production Inspection System
ASE	Aviation Safety Engineer
ASI	Aviation Safety Inspector
BAA	Bilateral Airworthiness Agreement
BASA	Bilateral Aviation Safety Agreement
CAA	Civil Aviation Authority
CAR	Civil Air Regulation
CMO	Certificate Management Office
CMU	Certificate Management Unit
CFR	Code of Federal Regulations
DAR	Designated Airworthiness Representative
DAS	Designated Alteration Station
DER	Designated Engineering Representative
DMIR	Designated Manufacturing Inspection Representative

DIN	Designee Information Network
DOA	Delegation Option Authorization
EP	Evaluation Panel
FAA	Federal Aviation Administration
FSDO	Flight Standards District Office
FTP	Flight Test Pilot
HIRF	High Intensity Radiated Field
IFO	International Field Office
MIDO	Manufacturing Inspection District Office
MIO	Manufacturing Inspection Office
MISO	Manufacturing Inspection Satellite Office
MOU	Memorandum of Understanding
NEB	National Examiners Board
NTSB	National Transportation Safety Board
ODAR	Organizational Designated Airworthiness Representative
PAH	Production Approval Holder
PC	Production Certificate
PMA	Parts Manufacturer Approval
RO	Regional Office
STC	Supplemental Type Certificate
TC	Type Certificate
TIR	Type Inspection Report
TSO	Technical Standard Order

8. FORMS, LETTERS, AND FORMATS. Examples of appropriate forms, letters, and formats referenced in this order are provided in the appendices.

9. INFORMATION CURRENCY. Any deficiencies found, clarifications needed, or improvements to be suggested regarding the content of this order should be forwarded to the Aircraft Certification Service, Automated Systems Branch, AIR-520, Attention: Directives Management Officer, for consideration. FAA Form 1320-19, Directive Feedback Information, is located on the last page of this order for your convenience. If an interpretation is urgently needed you may contact AIR-100, AIR-200, or for Flight Standards concerns, AFS-300. Always use Form 1320-19 as a follow up to each verbal conversation.

CHAPTER 2. AIR APPLICATION PROCESS

200. GENERAL. This section describes the process by which a qualified private person may apply for appointment as an AIR designee. The initial contact may be a verbal request for information or a request for an application package. Initial contacts are opportunities for the FAA to share with the prospective applicant the responsibilities, expectations, and qualification requirements of AIR designees. By providing this information, many individuals may elect not to submit an application based on their lack of qualifications. This communication can eliminate resource hours being expended on application packages that in all probability would be rejected. When an individual elects to pursue appointment, the ACO or MIDO responsible for the geographic area in which the applicant's place of business is located (see appendix 1, figures 7 and 8) will forward all requests to the person who will serve as the Appointment Process Coordinator (APC). The APC will prepare and forward an application package, based on the areas of interest, to the prospective applicant. The application package for designees will be sent with a cover letter (see appendix 1, figures 2 and 4) and will consist of the FAA Form 8110-14, Statement of Qualifications, an explanation of the appointment criteria, the applicable evaluation forms, and a knowledge-based test, all of which will be used to evaluate the applicant. When the prospective applicant returns the completed application package, the APC initiates the formal review process and coordinates all subsequent FAA actions.

NOTE: There may be local working agreements between the appointing ACO/MIO/MIDO and specific companies that provide guidelines for identifying individuals as prospective designees; however, all prospective applicants must meet all qualification criteria prior to appointment.

201. APPLICATION PACKAGE. The applicant must submit the following:

a. Cover Letter. A DAR applicant or consultant DER applicant must submit a cover letter requesting appointment. An applicant for DMIR, ODAR, or company DER must submit a letter from their employer requesting their appointment and identifying any special recommendations or limitations considered appropriate with respect to the desired authority. Companies should apply only for the appointment of as many designees as they deem appropriate for the services to be rendered. For ODAR's, the applicant's signature must be that of a management official within the quality organization who will have sufficient authority to effect change within the ODAR, will be responsible for management and oversight of the ODAR, and will serve as the FAA focal point for ODAR activities.

b. FAA Form 8110-14. The applicant must submit a completed Form 8110-14 with an original signature (see appendix 1, figure 1). If the applicant is requesting appointment as a company designee, the employer must also complete and sign item 10, and include the company address and phone number on the form.

c. Evaluation Forms. The applicant will complete and submit applicable portions of the evaluation forms (see appendix 1, figures 3 and 5) that are based on the specific designation being sought. The applicant must also submit supplemental documentation that substantiates experience in each of the four evaluation criteria (i.e., regulatory, technical, standardization, and interface).

The evaluation forms and supplemental information are to be returned with the rest of the completed application package. When returned, the evaluation forms identify the delegations sought and provide a means for the FAA to record the evaluation and decision regarding the application. The evaluation of the applicant's information will determine if an applicant may be appointed, identified as a candidate, or denied appointment. Appointment is made when an applicant meets the criteria, has had direct FAA interaction (depending on the designation being sought), provides verifiable documentation, and the FAA has the need and ability to manage. Failure to meet the applicable criteria will result in a denial. The applicant's qualifications will be evaluated against the regulatory, technical, interface, and standardization appointment criteria found in Tables I, II, III, and IV that follow:

Table I
Regulatory Appointment Criteria

DER	DMIR/DAR/ODAR
<ol style="list-style-type: none"> 1. The applicant is cognizant of regulatory requirements and problems related to civil aircraft approvals and has direct experience requiring expertise in the general certification process. 2. The applicant has a thorough working knowledge of the specific CFR parts and predecessor regulations for which the designation is requested. 	<ol style="list-style-type: none"> 1. The applicant is knowledgeable of pertinent CFR, directives, and related guidance material.

Table II
Technical Appointment Criteria

DER	DMIR/DAR/ODAR
<p><u>GENERAL</u></p> <ol style="list-style-type: none"> 1. Each applicant has been in a responsible position in connection with the type of work for which the designation is being sought, and is cognizant of related technical requirements and problems related to civil aircraft approval, or has otherwise demonstrated suitability for this designation (see appendix 1, figure 3). 2. The applicant has the basic engineering knowledge appropriate to the designation being sought, as demonstrated by eight years of progressively responsible engineering experience for which an engineering degree may be substituted for up to 4 years' maximum credit. An applicant who has not earned an engineering degree may substitute 40 credit hours of successfully completed course work in engineering or related curriculum for one year experience, up to 4 years maximum credit. 3. Three verifiable technical references are required to substantiate the applicant possesses the required technical expertise for the areas of delegation being sought. These references may be the same persons used for character references. 	<p><u>GENERAL</u></p> <ol style="list-style-type: none"> 1. Each applicant must possess current technical knowledge and meet experience requirements in connection with the production or inspection of products or parts of the same type and complexity for the functions sought (see appendix 1, figure 5). 2. Three verifiable technical references are required to substantiate the applicant possesses the required technical expertise for the designation sought. These references may be the same persons used for character references. DMIR and ODAR applicants must include a letter of recommendation from the company attesting to the applicant's technical competency; this may be considered one of the three required technical references. 3. DMIR and ODAR shall be employed by a PAH or a PAH's approved supplier and be familiar with the facilities, procedures, manufacturing practices and inspection techniques in connection with type certification, original airworthiness certification, export certification, parts approval and associated data, as appropriate for the functions sought.

Table IV
Standardization Appointment Criteria

DER	DMIR/DAR/ODAR
1. This criteria verifies that the DER applicant possesses knowledge of the designee program, pertinent regulations, directives and related guidance material by completing the FAA designee knowledge-based test. (see appendix 1, figure 3).	1. This criteria verifies that the DMIR/DAR/ODAR applicant possesses knowledge of the designee program, pertinent regulations, directives and related guidance material by completing the FAA designee knowledge-based test. (see appendix 1, figure 5).

202. FAA EMPLOYEE APPLICATIONS. Current FAA employees will not be appointed as designees until their employment with the FAA has been terminated. Former FAA employees who submit an application within three years from the time their FAA employment terminates are exempt from the Standardization and Interface portions of the application package. In lieu of the Standardization and Interface portions of the application package, manufacturing applicants must submit a letter of recommendation from the manager of their former office. All other portions of the application package are required to be filled out and returned because former employees must still substantiate their experience while employed by the FAA, or other experience within the aircraft industry. Appointments will be limited to functions performed while employed by the FAA or other experience within the aircraft industry. If a former FAA employee submits an application beyond three years from the date of termination, all application requirements apply.

203. MULTIPLE APPOINTMENTS. An individual may be appointed as more than one type of designee. For example: DAR and DMIR; Company DER and Consultant DER; DAR, DMIR, and DER, etc. as long as all appointment criteria is met. In such cases, separate appointments will be made and separate certificates of designation issued. Separate entries will be required into the DIN system for each appointment.

204. SUPPLIER DMIR APPLICATIONS.

a. Requests for appointment of a DMIR at a PAH's approved supplier facility must be initiated by a letter from the supplier to the MIDO in the geographic area where the supplier is located. This letter shall attest to the applicant's qualifications, integrity, sound judgment, cooperative attitude, and be accompanied by a completed Form 8110-14. The request for appointment must also contain a letter from the PAH detailing the need for the DMIR appointment, or the list of approved suppliers considered to be eligible for a DMIR appointment. The MIDO in the geographic area where the supplier is located will coordinate the appointment with the PAH's certificate management MIDO.

b. When revisions are sought to authorized functions listed or referenced on a DMIR's Certificate of Authority, the PAH must submit a letter referencing the existing appointment and requested revisions. The managing office will determine if a new Form 8110-14 is required. Any PAHs added to a DMIR's Certificate of Authority must be substantiated by a PAH's letter of recommendation or list of approved suppliers authorized to have a DMIR appointed and concurrence from the cognizant FAA office. The appointing MIDO shall issue a Certificate of Authority and process in accordance with paragraph 305 of this order. The DMIR will be provided the new certificate of authority and instructed to return the

previously issued Certificate of Authority along with any supplements. The appointing office will coordinate any revisions to a supplier DMIR's Certificate of Authority with each appropriate MIDO.

205. ODAR APPLICATIONS. Applications for an ODAR appointment will only be accepted from PAH's, or non-PAH organizations involved in an FAA type certification project with a high probability of obtaining an FAA production certificate for the type certificated product. Applications submitted by non-PAH organizations must show evidence of an on-going type certification program and have established a quality control system in sufficient detail to provide positive control of parts or components, materials, and special processes during the type certification program. The quality control system must provide assurance that each completed prototype part or component was manufactured in accordance with these procedures and conforms to the type design data. The quality control system must be based on part 21 production approval quality system requirements. Failure to obtain a production certificate for the type certificated product within the time specified in part 21 should result in suspension of the ODAR. ODAR applications must also include:

a. An organizational procedures/manual as outlined in appendix 1, figure 6 of this order that:

(1) Establishes an organizational focal point to interface with the FAA on behalf of the ODAR.

(2) Establishes and outlines the ODAR's organizational freedom to function as a representative of the FAA.

(3) Defines how the ODAR will interface and function with other elements of the company.

(4) Ensures only appropriately qualified individuals will perform any authorized function(s).

(5) Lists all individuals who will perform authorized functions within the ODAR by name and functions.

b. ODAR Focal Point. The application for an ODAR must be signed by the proposed focal point. The proposed focal point is a management official within the applicant's quality organization who will have sufficient authority to effect change within the ODAR, will be responsible for management and oversight of the ODAR, and will serve as the FAA focal point for ODAR activities.

206. APPOINTMENT OF DMIR's OUTSIDE THE UNITED STATES. Section 183.31(c) allows a DMIR to perform authorized function(s) at any location permitted by the FAA. A PAH or PAH's approved supplier will make application for a DMIR appointment outside the United States in accordance with the appropriate subparagraph of paragraph 202 of this order. The application must be accompanied by adequate written justification providing all pertinent information necessary for the FAA to render a judgment (e.g., work location, type of work, duration, etc.). A DMIR may be appointed and perform authorized function(s) outside the United States under the following conditions:

CHAPTER 3. AIR DESIGNEE APPOINTMENT PROCESS

300. GENERAL. This section describes how an application is processed and evaluated. The selection, appointment, and orientation process involves the initial application review by the APC, followed by the evaluation by the assigned Advisor and the EP. This section also describes the processing of applications for expanded authority and the process by which an applicant can be identified as a candidate. The ACO or MIDO will complete application processing within 90 days of receipt of an acceptable package.

301. INITIAL APPLICATION PROCESSING.

a. The applicant submits the completed application package to the cognizant ACO or MIDO. All applications received will be given to the APC for processing. Within 30 days of receipt, the APC will review each application to ensure that all necessary information has been provided. If the application is incomplete, the APC will request that the applicant provide any missing information. When the package is acceptable, the APC will:

(1) Send the applicant a letter that acknowledges receipt of the acceptable application package and identifies the assigned Advisor. The letter should state that the applicant can expect an FAA decision within 90 days of the date the acceptable package was received.

(2) Ensure that the required information is entered into the DIN. The detail information required to be entered into DIN can be found in the user documentation guide on-line help in DIN.

(3) Prepare a designee file folder containing the application package.

b. When all initial application processing has been completed, the APC will forward the designee file folder containing the application package to the evaluating office for action by the Advisor.

302. ADVISOR'S EVALUATION OF THE APPLICATION.

a. The evaluating office manager appoints an Advisor who will have the primary responsibilities in the selection, orientation, and appointment process for the assigned applicant. Upon receipt of the application package from the APC the Advisor will:

(1) Consult the appropriate manager to determine FAA need and ability to manage. Need and ability to manage are based on a variety of factors such as project workload, geographic location, number of FAA employees, ratio of designees to advisors, etc. If there is an FAA need and a determination made that there are adequate FAA resources to manage the designee after appointment, the Advisor will further evaluate the application. If the manager determines there is no FAA need, or the designation cannot be managed, the Advisor will deny the application and document the decision in DIN.

(2) Conduct a preliminary review of the application package for general qualifications, scope or specialty, subjective evaluation of the knowledge-based test, and determine if there has been a regulatory violation history (reference FAA Order 2150.3, Compliance and Enforcement Program).

If the applicant has a violation history, an evaluation shall be conducted to ascertain the type of violation(s) and any special or mitigating circumstances, or attitude toward compliance with FAA regulations.

NOTE: Any serious violation on file may be reason to deny appointment. The ultimate decision for appointment of an applicant with a violation history must be the product of judgment and experience applied to the facts and circumstances of the individual case.

b. At the completion of the preliminary review the Advisor will either deny the application or make a recommendation to the EP. If the application is denied, the Advisor will document the justification and coordinate with the APC and the office manager.

c. If the applicant requires evaluation, the Advisor conducts a technical review of the application package and seeks technical input from other FAA resources, as necessary. During the technical review phase, the Advisor may reduce the scope of the functions sought. At the conclusion of this technical review phase, the Advisor may continue the evaluation or initiate the denial. The denial may be based either on an unacceptable outcome of the technical review or on a partially successful outcome which reduces the functions originally sought to a number or type for which there is no FAA need.

d. Upon determination to continue the evaluation, the Advisor decides either to contact the applicant's references or not, based on existing knowledge of the applicant's technical capability and character. If a decision is made by the Advisor not to contact the references, justification will be documented and provided to the EP. If the references are contacted (see appendix 2, figure 4) and there is unfavorable input regarding the applicant's technical capabilities or character, the Advisor may initiate the denial process.

e. The Advisor may contact the applicant at any point during the evaluation process for additional information and/or documentation.

f. The Advisor assesses all data relevant to the appointment and either denies the application or recommends to the EP appointment or candidacy along with any limitations. The Advisor consults with the office manager regarding the decision to deny the appointment. The application package including the standard recommendation form is then returned to the APC (see appendix 2, figure 2).

g. When the application package is returned, the APC reviews the file to determine if the applicant is recommended for approval to the EP. If so, the APC will notify all parties of the EP meeting, provide copies of the application package for review, and send a letter to the applicant if an interview will be required.

NOTE: The APC may facilitate EP meetings and applicant interviews when required.

h. If the applicant's request for appointment is denied, the APC sends a letter by registered mail to the applicant clearly explaining the reasons for denial and advises the applicant of the right to appeal (see appendix 4, figure 5).

(2) Be required to accompany and assist an Advisor during inspections leading to the issuance of a minimum of three original airworthiness certificates or approvals.

e. The DAR candidate will be required to demonstrate to the Advisor, through actual demonstration and evaluation, the ability to make airworthiness certification determinations on a product of the type and complexity for which authorization is sought.

f. The DAR candidate will not charge any service fees during the candidacy period because they are not acting in an official capacity as an FAA DAR.

g. The Advisor will provide guidance to the candidate and identify any areas needing improvement. After completion of the development profile the Advisor will either:

(1) Forward the updated application to the EP with recommendation for appointment as a DAR, or

(2) If candidacy is terminated, the Advisor will coordinate with the office manager. The APC will then prepare and send a letter of notification to the candidate.

h. Evaluation Panel responsibilities. The EP may:

(1) Interview the candidate.

NOTE: The APC must be given a reasonable period of time to notify the candidate of the interview.

(2) Appoint the candidate as a DAR.

(3) Continue the DAR candidacy.

(4) Terminate the DAR candidacy.

309. REQUESTS FOR MULTIPLE APPOINTMENT, EXPANDED AUTHORITY, AND TRANSFER REQUESTS. The object of developing a standardized appointment process is to develop a level of confidence in the integrity of the system such that acceptance by all offices of an appointment decision is the norm. Currently appointed designees who seek expansion to their authority, multiple appointments, or request a transfer must re-apply as follows:

a. Designees who have previously gone through the EP process may only need to submit the technical portion of the application package along with a Form 8110-14 to request expansion of their delegation, or to request multiple appointments from the same managing office. The managing office may require additional portions of the application package as appropriate. These applications will be reviewed by the Advisor and the manager to determine whether an EP needs to be formed.

(1) If an EP is not required, the rationale shall be documented by the Advisor and placed in the Designee's file, DIN will be updated, and the administrative requirements of this order accomplished in accordance with paragraph 305.

(2) If expansion is for a different engineering discipline, such as propeller to mechanical systems, an EP is required to be held. If the expansion is for a different manufacturing function, the Advisor shall thoroughly evaluate whether the different function requires an EP to be performed. Additional EP's would only be used to determine if the applicant is technically qualified for the new authorizations being requested.

NOTE: The intent of having an EP is for the FAA to consider the applicant's qualifications and experience for particular function(s) being performed. The decision to forgo an EP is not intended to be a workaround for the convenience of appointing a designee. Rather, the FAA Advisor is declaring (and the FAA Manager is agreeing) that the applicant satisfies the experience requirements of Table III of this order (item 4 for DER appointments; item 3 for DMIR/DAR/ODAR appointments).

b. Current designees who have not gone through the EP process should be evaluated as follows:

(1) If transferring only to a new managing office, the EP may be waived upon agreement of the Advisor and the Office Manager.

(2) If seeking expanded authority with new technical disciplines, an EP is required.

(3) If seeking a multiple appointment only, the EP may be waived upon agreement of the Advisor and the Office Manager.

(4) If seeking any combination of multiple appointment, expanded authority (including expansion only with existing technical discipline), and transfer to a new managing office, an EP is required.

c. A DAR or consultant DER who has previously gone through the EP process and who changes residence to another ACO or MIDO geographic area, must re-apply ONLY with a Form 8110-14 to the new ACO or MIDO. A DMIR, ODAR, or company DER who has previously gone through the EP process and whose employer moves to another ACO or MIDO geographic area, must re-apply ONLY with a Form 8110-14 to the new ACO or MIDO. This will permit the gaining ACO or MIDO to determine need and ability to manage the designee. The designee should notify the previous appointing ACO or MIDO to cancel the appointment and transfer any records to the new office. The results will be documented in the designee's folder, DIN will be updated, and the administrative requirements of this order accomplished in accordance with paragraph 305.

CHAPTER 6. AIR DESIGNEE FILES

600. MAINTENANCE OF FILES. Managing offices will establish and maintain a file for each designee.

a. Designee Files. All designee and candidate files will contain as a minimum:

- (1) Original letter of request for appointment.
- (2) Original Form 8110-14.
- (3) The completed designee application package.
- (4) Designee Appointment Tracking Document (see appendix 2, figure 2).
- (5) Copy of letter of appointment/notification of candidacy.
- (6) Copy of current Form 8000-5 (except candidates).
- (7) Designee Working Agreement (DWA).
- (8) Verification of attendance at designee standardization seminars.
- (9) Records of discussion or counseling.

b. DER/DER Candidate Files. In addition to paragraph 600a above, all DER/DER Candidate files will also contain:

- (1) Copies of Form 8110-3 (original Form 8110-3 is maintained in the project file).
- (2) FAA/DER Interaction Tracking Forms (FAA Form 8110-29).
- (3) FAA Evaluation Forms (FAA Form 8110-30).
- (4) Conflict of interest evaluation.
- (5) Copy of renewal letter(s) (except for candidates).

c. DMIR/DAR/ODAR Files. In addition to paragraph 600a above, all DMIR/DAR/ODAR files will also contain:

- (1) Copies of Form 8130-14 completed since last renewal.
- (2) Copies of current Form 8130-13 for out-of-geographic-area work since last renewal.

- (3) Copies of Summary Activity Report forms completed since last renewal.
- (4) For Candidate DAR's, the DAR Candidate Development Profile.

CHAPTER 8. MAINTENANCE DAR AND ODAR APPLICATION, APPOINTMENT, AND APPEAL PROCESS

800. GENERAL. This section describes the process by which a qualified private person may apply for appointment as a maintenance DAR and ODAR and provides Flight Standards inspectors with information regarding implementation of the National Examiner Board (NEB) process. The NEB process is being instituted in order to provide a fair and consistent selection of maintenance DAR's. Flight Standards has decided to include the DAR's into the same initial screening and selection process used for other Flight Standards designees. Maintenance ODAR applications will be done in accordance with paragraph 806 of this chapter. A new application and qualification form, FAA Form 8110-28, Application and Statement of Qualification (DME-DPRE-DAR-ODAR), has been developed to facilitate the NEB process and should be used by all maintenance applicants.

801. GENERAL QUALIFICATIONS. DAR/ODAR applicants must meet the specialized experience specified in paragraph 802 of this order (as appropriate) and the general qualifications listed below:

- a. Current and thorough working knowledge of pertinent CFR's, directives, and related material.
- b. Current technical knowledge and experience commensurate with that required for the particular function (e.g., Boeing Airplane Model 707-100, Bell Model 47B, and/or related parts/components, appliances, etc.).
- c. Unquestionable integrity, cooperative attitude, and ability to exercise sound judgment.
- d. Ability to maintain the highest degree of objectivity while performing authorized functions on behalf of the FAA.
- e. Two years of recent satisfactory experience working directly in the type of work to be covered in the authorized function(s).
- f. Have a good command of the English language, both oral and written.

802. SPECIALIZED EXPERIENCE REQUIRED FOR MAINTENANCE FUNCTIONS. DAR or ODAR applicants must meet the specialized experience listed below for each function(s) sought. Individuals who are to perform authorized functions under an ODAR need only the specialized experience required for the specific function(s) to be performed.

a. Issuance of recurrent airworthiness certificates for U.S.-registered aircraft.

- (1) A DAR/ODAR applicant must have five years of experience as:

(a) An FAA airworthiness inspector (maintenance) involved in either the actual issuance of, or having responsibility for, managing programs leading to the issuance of original airworthiness certificates when authorized, or recurrent airworthiness certificates for aircraft OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought; or

(b) A person responsible for managing airworthiness certification programs leading to the issuance of airworthiness certificates and/or the approval for return to service (e.g., Chief Inspector or Director of Maintenance at an FAA-approved repair station or at the facility of the holder of an air carrier or commercial operator's certificate). This person must hold a current mechanic certificate with airframe and powerplant (A&P) ratings at time of original application and must demonstrate the ability to determine that aircraft (OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought) submitted for recurrent certification have remained in or have been returned to their FAA-approved type design configuration and meet pertinent CFR requirements; or

(c) The experience outlined in chapter 2, Table II, of this order may be used when an applicant has a minimum of two years experience leading to the issuance of recurrent airworthiness certificates for aircraft OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought. The applicant's experience must demonstrate direct involvement in determining that an aircraft conforms to the FAA-approved type design configuration and meets pertinent CFR requirements.

(2) An organization must be:

(a) A holder of a domestic repair station certificate under 14 CFR part 145, Repair Stations, with appropriate ratings and have a person(s) certified under 14 CFR part 65, Certification: Airmen Other Than Flight Crewmembers, in its employ with five years experience similar to that specified in paragraph 802a(1) of this order; or

(b) An air carrier operating certificate holder with an FAA-approved Continuous Airworthiness Maintenance Program having a person(s) certified under part 65 in its employ with five years experience similar to that specified in paragraph 802a(1) of this order; or

(c) A manufacturer as defined in chapter 2, Table II of this order.

b. Issuance of Export Airworthiness Approvals for Class I Products.

(1) A DAR/ODAR applicant must have five years of experience as:

(a) An FAA airworthiness inspector (maintenance) involved in either the actual issuance of or having responsibility for managing programs leading to the issuance of recurrent export airworthiness approvals for Class I products OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought; or

(b) A person having responsibility for managing export airworthiness approval programs leading to the issuance of export airworthiness approvals for Class I products (e.g., Chief Inspector or Director of Maintenance at an FAA-approved domestic repair station or at the facility of the holder of an

air carrier or commercial operator's certificate). This person must hold a current mechanic certificate with A&P ratings at the time of original application, and must demonstrate the ability to determine that Class I products (OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought) submitted for recurrent export airworthiness approval meet part 21, subpart L, and the special requirements of the importing country; or

(c) The experience as outlined in chapter 2, Table II of this order.

(2) An organization must be:

(a) A holder of a domestic repair station certificate under part 145 with appropriate ratings and have a person(s) certified under part 65 in its employ with five years experience similar to that specified in paragraph 802b(1) of this order; or

(b) An air carrier operating certificate holder with an FAA-approved Continuous Airworthiness Maintenance Program having a person(s) in its employ with five years experience similar to that specified in paragraph 802b(1) of this order; or

(c) A manufacturer having a person in its employ as defined in chapter 2, Table II of this order.

c. Issuance of Export Airworthiness Approvals for Class II Products.

(1) A DAR/ODAR applicant must have three years of experience as:

(a) An FAA airworthiness inspector (maintenance or avionics) involved in either the actual issuance of, or having responsibility for managing programs leading to the issuance of, or having responsibility for approvals for Class II products OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought; or

(b) The holder of a mechanic certificate with an A&P rating or a repairmen's certificate (e.g., avionics, instruments, etc.) which must be current at the time of original application. This person must also demonstrate the ability to determine that Class II products (OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought) submitted for recurrent export airworthiness approval meet part 21, subpart L, and the special requirements of the importing country; or

(c) The experience as outlined in chapter 2, Table II of this order.

(2) An organization must be:

(a) A holder of a domestic repair station certificate under part 145 with appropriate ratings and have a person(s) certified under part 65 in its employ with three years of experience similar to that specified in paragraph 802c(1) of this order; or

(b) An air carrier operating certificate holder with an FAA-approved Continuous Airworthiness Maintenance Program having a person(s) in its employ with three years experience similar to that specified in paragraph 802c(1) of this order; or

(c) A manufacturer as defined in chapter 2, Table II, of this order.

803. NEB PROCESS. The NEB will oversee and administer the following functions for applicants:

a. The National Designee Candidate Pool. The NEB is responsible for creating and maintaining a national designee candidate pool, which contains the application files of all maintenance DAR applicants who meet applicable requirements for the designation sought. Applicants approved for assignment to the national designee candidate pool will be categorized by the geographic area in which the applicant can serve and by the type of functions they seek to perform.

b. Maintenance DAR Applications. The NEB will accept and evaluate applications from maintenance applicants whose designations are governed by the guidance in FAA Order 8130.28, Airworthiness Designee Management Program, and AC 183-35, Airworthiness Designee Function Codes and Consolidated Directory for DMIR/DAR/ODAR/DAS/DOA and SFAR No. 36.

c. Referral of Applicants for Initial Designation. At the request of a managing RO which has determined the need for a designee the NEB will send the managing RO copies of applicant file(s) for the three most highly qualified DAR applicants appropriate for the designation needed and geographic area to be served. For maintenance DAR's, the RO will be responsible for evaluating, selecting and notifying the applicant from the files forwarded by the NEB. This responsibility may be delegated to the local FSDO/IFO.

(1) The managing office may accept or decline any applicant referred by the NEB, except in cases where fewer than three applicants are referred by the NEB, or when a referred applicant does not meet all applicable criteria. A managing office that declines all of the applicants referred by the NEB may not request further referral for a period of 6 months.

(2) If fewer than three appropriate applicants are available, the managing office may maintain an open request for files of all additional applicants that become available through the national candidate pool until such time that the NEB is able to refer three applicants.

(3) If a managing office requests applicants and there are no applicants in the national pool available to provide service in that managing office's geographical area, the NEB will immediately advise the managing office that no applicants are available. If the MANAGING OFFICE deems the need of a designee to be time critical and finds that geographical resolution is not appropriate or available, the MANAGING OFFICE may encourage a suitable applicant to apply and forward the person's application to the NEB with a request for priority processing. The NEB will convene within 10 days and approve or disapprove the application. The NEB will advise the managing office and the

applicant by the most expeditious means of the approval/disapproval of that application and continue to give priority handling to the managing office's request until the critical shortage is filled.

(4) If a managing office that has declined all applicants referred by the NEB requests new referrals after a lapse of 6 months, the NEB will again refer the three most highly qualified applicants currently in the national pool, appropriate to the designations needed and the geographic area to be served. Whether the applicants are the same or different from those previously referred shall have no bearing on current or subsequent referrals.

d. Violation History. At the time of the initial evaluation, the NEB will review the violation history of individuals who will perform any authorized functions; however, the NEB will not maintain a record of an applicant's violation history. The requesting managing office will review each violation history at the time the applicant's files are forwarded to the managing office by the NEB. The review must be accomplished before the managing office selects a candidate for designation.

e. Expanded Authority and Transfer Requests.

(1) Designees who have previously gone through the NEB process may only need to submit the technical portion of the application package along with Form 8110-28 to request expansion of their delegation. The managing FSDO or RO, as appropriate, may require additional portions of the application package. The Managing FSDO or RO, as appropriate, and the NEB will review these applications. The results will be documented in the designee's folder, the DIN updated, and the administrative requirements of the order accomplished in accordance with paragraph 808.

(2) DAR's applying for reinstatement to the FSDO who last had jurisdiction over the applicant, shall submit the completed Form 8110-28 directly to the designating FSDO. Former designees who relocate to another FSDO and request reinstatement shall be treated as initial applicants and will be required to submit an application to the NEB for evaluation and recommendation.

(3) DAR's holding a valid and current certificate of designation who wish to relocate to a different geographical area may do so, providing there is no break in service and the receiving FSDO agrees to the transfer.

804. APPLICATION PROCEDURES. All maintenance DAR applicants must complete Form 8110-28. This form is available and may be downloaded from the internet. The internet address is <http://www.mmac.jccbi.gov/afs/afs600>. The application package must also include three verifiable technical references that will substantiate the applicant possesses the required technical expertise for the designation sought. These references may be the same person(s) used for character references.

The package must also contain a letter from the geographically cognizant FSDO specifying the applicant meets all the general requirements specified in paragraph 801. Application documents should be addressed to:

Federal Aviation Administration
Designee Standardization Branch, AFS-640
ATTN: National Examiner Board
P.O. Box 25082
Oklahoma City, OK 73125-0082

a. Authorized Functions. The following is a list of maintenance functions that may be delegated to a maintenance designee:

DAR/ODAR-T Codes and Function description.

NOTE: Manufacturing Inspectors are primarily responsible for original airworthiness certification, and Flight Standards Airworthiness Inspectors are primarily responsible for recurrent airworthiness certification. Both original and recurrent may be delegated to a DAR/ODAR. Cross utilization of designees may be delegated by mutual agreement between Manufacturing and Flight Standards managing office(s).

(1) Code 23 - Issue recurrent standard airworthiness certificates for U.S.-registered aircraft.

NOTE: These airworthiness certificates include non-U.S. manufactured aircraft imported to the United States from the country of manufacture with whom the United States has a BAA or BASA together with an Export Certificate of Airworthiness statement from the CAA indicating the aircraft meets the U.S. type design and is in a condition for safe operation.

(2) Code 24 - Issue recurrent standard airworthiness certificates for non-U.S. manufactured aircraft imported from countries other than the country of manufacture with whom the United States has a bilateral agreement (s).

NOTE: Import aircraft for which a U.S. TC has been issued under 14 CFR section 21.29 are required to be accompanied by an Export Certificate of Airworthiness. Otherwise the CAA of the country of manufacture with whom the United States has a bilateral agreement (i.e., BAA or BASA) that provides for its issuance, must provide a certified statement that the aircraft conforms to its U.S. TC and is in a condition for safe operation.

(3) **Code 25** - Issue recurrent special airworthiness certificates for U.S.-registered restricted category aircraft.

NOTE: Non-U.S. manufactured aircraft imported from countries other than the country of manufacture are not eligible for this issuance.

(4) **Code 26** - Issue recurrent/original special airworthiness certificates, in the experimental category, for the purposes of exhibition or air racing on U.S.-registered aircraft located in the United States.

(5) **Code 27** - Issue recurrent/original special airworthiness certificates for primary category aircraft.

(6) **Code 28** - Issue recurrent/original special airworthiness certificates, in the experimental category, for the purposes of operating amateur-built aircraft, market survey, research and development, and crew training on U.S.-registered aircraft.

NOTE: Spare and surplus apply only to sections 21.21 and 21.27 type certificated aircraft.

(7) **Code 29** - Issue special flight permits for U.S.-registered aircraft for the purposes outlined in section 21.197(a)(1), (2), (4), and 21.197(b).

(8) **Code 30** - Issue recurrent/original special airworthiness certificates for limited category.

(9) **Code 31** - Issue recurrent export airworthiness approvals for Class I products in accordance with part 21, subpart L.

(10) **Code 32** - Issue recurrent export airworthiness approvals for Class III products that are manufactured and located in the United States in accordance with part 21, subpart L.

(11) **Code 33** - Issue replacements for lost, stolen, or mutilated standard or special airworthiness certificates if the proper documentation can be obtained from the applicant.

NOTE: This includes the replacement of certificates when the aircraft registration number changes.

805. FAA EMPLOYEE APPLICATIONS. Current FAA employees will not be appointed as designees until their employment with the FAA has been terminated. FAA employees may not apply to the NEB earlier than 120 days before the actual date of termination. Former FAA employees who submit an application within three years from the time their FAA employment terminates are exempt from the Standardization and Interface portions of the application package. However, their application

must be accompanied by a letter of recommendation from their former FAA supervisor. All other portions of the application package are required to be filled out and returned because former employees must still substantiate their experience while employed by the FAA, or other experience within the aircraft industry. Appointments will be limited to functions performed while employed by the FAA or other experience within the aircraft industry. If a former FAA employee submits an application beyond three years from the date of termination, all application requirements apply.

806. MAINTENANCE ODAR APPLICATIONS. Applications for a maintenance ODAR appointment shall be submitted on Form 8110-28 to the managing RO, and must include a letter from the focal point within the organization applying for an ODAR, identifying persons who will perform authorized functions, and attest to their technical qualifications. Supplemental statements which include each individual's name, signature, and substantiation must meet the general and specialized experience requirements of this order. Maintenance ODAR applications must also include:

a. An organizational procedures/manual as outlined in appendix 1, figure 6 of this order that:

(1) Establishes an organizational focal point to interface with the FAA on behalf of the ODAR.

(2) Establishes and outlines the ODAR's organizational freedom to function as a representative of the FAA.

(3) Defines how the ODAR will interface and function with other elements of the company.

(4) Ensures only appropriately qualified individuals will perform any authorized function(s).

(5) Lists all individuals who will perform authorized functions within the ODAR by name and function(s).

b. ODAR Focal Point. The application for an ODAR must be signed by the focal point. The focal point is a management official within the applicant's quality organization who will have sufficient authority to effect change within the ODAR, will be responsible for management and oversight of the ODAR, and will serve as the FAA focal point for ODAR activities.

c. ODAR Qualification Requirements. Unlike an individual DAR, it is the ORGANIZATION that must meet all DAR qualifications for authorized functions identified in the approved procedures/manual. The ODAR is responsible for assuring the individual authorized representatives identified in the ODAR procedures/manual COLLECTIVELY meet the overall qualification criteria in this order, not each individual performing specific functions under the ODAR. Therefore, the individuals within an ODAR designation need only the skill and ability necessary to make the required airworthiness determination consistent with type and complexity of authorized function(s) to be performed. The ODAR is responsible for ensuring compliance with FAA regulations and terms of the appointment. Corrective action will be directed at the ORGANIZATION and not individuals authorized within the ODAR.

807. APPLICANT NOTIFICATION. For maintenance DAR's, the NEB, after reviewing the DAR application package, will notify the applicant in writing whether the applicant was placed into the national candidate pool or found not qualified. The NEB should identify the areas the applicant was found not qualified. The applicant should retain a copy of all documents submitted to the NEB for the applicant's personal records.

a. Applicants who are approved will be assigned to the national DAR candidate pool for 2 years or until the applicant is selected for designation by a managing office, whichever comes first. When a managing office accepts a candidate for designation, the candidate's file will be transferred to the designating managing office. After 2 years, candidates not selected for designation will be deleted from the pool and must repeat the application process to apply for reassignment to the candidate pool.

b. An applicant who is not approved for assignment to the DAR-T candidate pool may request a review of the NEB's decision by a Flight Standards appeals board. The decision of the appeals board is final. A letter signed by the Flight Standards Service Director will convey the board's decision to the applicant.

c. For maintenance ODAR's, the RO will be responsible for evaluating, selecting, and notifying the applicant directly from all applications received. This responsibility may be delegated to the local FSDO/IFO.

808. ADMINISTRATIVE REQUIREMENTS.

a. The designee's authorization number will be composed of:

(1) The type of designation (DAR or ODAR).

(2) A suffix of "T" added after the designation type to identify the designee as a maintenance designee.

(3) The DIN-generated I.D. number (six digits).

(4) The geographical region code (i.e., AL-Alaska Region, CE-Central Region, EA-Eastern Region, GL-Great Lakes Region, NE-New England Region, NM-Northwest Mountain Region, SO, Southern Region, SW-Southwest Region, WP-Western Pacific Region).

NOTE: For example, a maintenance ODAR's number who had been appointed out of the Northwest Mountain Region would be ODART-123456-NM.

809. GENERAL DESIGNEE ORIENTATION. The initial orientation for all maintenance designees will be accomplished by the managing office personnel and should include the following items:

a. **Flight Standards Service Organizational Structure.** Review organizational structure of the Flight Standards Service region system.

- b. Managing Office Structure.** Review the applicable organizational structure.
- c. Personnel.** Introduce the designee to managing office personnel.
- d. Geographic Restrictions.** Explain the procedures for operating across geographic boundaries.
- e. Administrative Responsibilities.** Familiarize the designee with all necessary administrative procedures, practices, oversight, and official records, and provide the designee with all pertinent forms and instructions.
- f. Compliance with Policy.** Explain that designees are required to use and implement FAA policy and guidance material (AC's, notices, orders, etc.) in addition to the regulations and any other special instructions conveyed by the managing office.
- g. Appointment and Renewal Procedures.** Explain appointment and renewal procedures.
- h. Relocation Procedures.** Explain steps that must be taken if the designee moves to an area for which another appointing office is responsible.
- i. Workshops/Conferences.** Review minutes of recently held designee workshops/conferences and provide copies as appropriate.
- j. Training.** Explain that the FAA requires the designee to participate in periodic FAA seminars or training to ensure that the designee is familiar with current FAA policy and procedures. The designee will be notified of seminars, when appropriate. Newly appointed DAR's or authorized representative(s) within an ODAR must attend the next available Initial Standardization Seminar for DMIR/DAR/ODAR.

810. MAINTENANCE DAR ORIENTATION. The following additional items should be reviewed with each DAR:

- a. Product Certification.** DAR's should be cautioned that any irregularities or deficiencies related to the product certificated may result in the termination of their designation under the provisions of § 183.15(d)(4).
- b. Authorized Functions.** Remind the DAR to perform only authorized functions within the limits of their authority.
- c. Communication.** Remind the DAR to contact the managing office for authorization BEFORE accepting any certification or inspection activity requested by an applicant and obtaining any special directions or instructions deemed necessary.
- d. Activity Reports.** DAR's must provide information relating to their accomplishments according to the schedule established with the managing office.

e. Safeguarding of Forms. Emphasize that the DAR must ensure all FAA forms, certificates, and other official documents are properly safeguarded. Under no circumstance shall any certificate be in the possession of an applicant until the certificate has been completed and signed by the DAR. All airworthiness certificates or approvals and related documents will include the DAR's printed or typed name, signature, and designation number.

f. Conflicts of Interest. DAR's are not allowed to perform any mechanical, maintenance, or inspection function on behalf of an applicant (e.g., owner, agent, repair station, PAH, etc.) on products for which an airworthiness certificate or approval is sought. This would not preclude the DAR from performing maintenance, mechanical functions, or inspections in a non-DAR capacity when NOT involved in the airworthiness certification/approval actions under the DAR authority.

g. Use of Authority. DAR's are to ensure products meet the FAA-approved type design data, are in a condition for safe operation, and comply with any other applicable regulations (e.g., AD's, marking requirements, registration, special importing requirements, etc.) before issuing airworthiness certificates. The DAR's will seek guidance from their managing office when problems arise that cannot be resolved by the DAR's.

h. Document Submittal. DAR's are to submit applicable original or duplicate documents within seven days of completion to the managing office for review.

i. Airworthiness Applications. Emphasize that the DAR is to review applications for completeness and ensure the various airworthiness certificates or approvals have certification statements signed by an applicant or authorized agent. When appropriate, the DAR must also obtain a completed Form 8130-9 from an applicant before performing any inspections.

811. MAINTENANCE ODAR ORIENTATION. The following additional items should be reviewed with each ODAR:

a. Procedures Manual. Remind the ODAR to comply with all provisions of their FAA-approved procedures/manual and are to ensure all authorized functions are performed within the limits of authority.

b. Authorized Representatives. Ensure the ODAR understands only authorized representatives listed in the FAA-approved procedures/manual are allowed to perform any authorized function. In addition, remind the ODAR that no authorized function may be delegated.

c. Use of Authority. Remind the ODAR to perform all authorized functions in accordance with pertinent parts of the CFR, FAA directives, and any other specific instructions conveyed by the managing office.

d. Certificate of Authority. Remind the ODAR to provide a copy of the Certificate of Authority to all authorized representatives who perform authorized functions and ensure the copies are kept within the immediate work area.

e. Safeguarding of Forms. Emphasize that the ODAR must ensure all FAA forms, certificates, and other official documents are properly safeguarded. Airworthiness certificates/approvals, and related documents will indicate the ODAR's assigned number, printed or typed name, and signature of the authorized individual under the ODAR designation.

812. MAINTENANCE OF FILES. Managing offices will establish and maintain a file for each designee. All designee files will contain as a minimum:

a. Original letter of request from the company requesting appointment when the applicant is an ODAR.

b. Original Form 8110-28.

c. The completed designee application.

d. Copy of current Certificate of Authority (FAA Form 8430-9).

e. Copy of current Certificate of Designation (FAA Form 8000-5).

f. Verification of attendance at designee standardization seminars.

g. Records of discussion or counseling.

h. Records of renewal correspondence.

813. APPEAL PROCESS.

a. Maintenance DAR. An appeal process is provided for through the NEB Charter.

b. Maintenance ODAR. Maintenance ODAR's may appeal the decision regarding a denied or reduced designation. If not satisfied with the decision, an applicant may, within 60 days of the date of the FAA decision letter, notify the FAA in writing and request a review by the appropriate RO. The RO must verify that the request for appeal was received within 60 days. If so, the RO then schedules the meeting, notifies all parties involved, and provides appropriate copies of all documentation. The RO will consider all available information and may interview the applicant, FAA personnel, or may invite other persons to be resources at their deliberations. The RO's decision is FINAL.

c. The RO shall determine if the appointment process was conducted properly by reviewing the documentation in the appellant's file, the written justification, and any other information deemed appropriate. If discrepancies are found, appropriate actions shall be taken to ensure the future integrity of the appointment process.

- d.** The RO shall complete their deliberations within 60 days from the date of the appeal.
- e.** The decision must be documented and signed by the manager of the RO. The RO will prepare the letter of appointment or denial for the appointing office manager who will provide the decision to the appellant.

FIGURE 3. DER APPLICATION EVALUATION (CONTINUED)

Applicant's Name _____

GENERAL STANDARDIZATION CRITERIA**Knowledge of the Standardized FAA DER System****Knowledge of the Standardized FAA DER System Explained:**

This form is used to document your knowledge of DER responsibilities, authority, limitations, activities and procedures while serving as a representative of the FAA Administrator in the FAA certification process. Following the STANDARDIZATION CRITERIA form is the DER Knowledge-Based Test, which is used as evidence of your knowledge of DER functions. Complete the test, affirm with your signature, and return it with the rest of the application package. You may gain this knowledge through experience, attending FAA DER Standardization Seminars, or by directed self study.

<i>DER APPLICANT INFORMATION</i>
CRITERION DESCRIPTION:
Applicant completes knowledge-based test

<i>FAA USE ONLY</i>		
Adv		EP
	Review completed test	

List relevant Standardization experience (Seminars attended etc.).

Knowledge-Based Test

Answer the following questions by darkening in the circle preceding the correct answer.

- The FA Act of 1958:
 - ☐ Abolished CAA and created the FAA
 - ☐ Regulates and promotes civil aviation
 - ☐ Delegated certain functions to qualified individuals
 - ☐ All of the above
- CAM documents contain policy material only.
 - ☐ True
 - ☐ False
- The airworthiness standards were recodified in 1965 and called FARs.
 - ☐ True
 - ☐ False
- Advisory Circulars contain the only acceptable way to comply with the regulations.
 - ☐ True
 - ☐ False
- The four certification Directorates are responsible for:
 - ☐ Writing technical policy
 - ☐ Writing rules
 - ☐ Issuing Airworthiness Directives
 - ☐ All of the above

FIGURE 3. DER APPLICATION EVALUATION (CONTINUED)

Applicant's Name _____

6. CFR Part 183 specifies the types of designees and authorizes appointment of qualified individuals as designees.
- ☐ True
 - ☐ False
7. CFR Part 21 is:
- ☐ An airworthiness standard
 - ☐ A procedural rule
 - ☐ An advisory circular
 - ☐ All of the above
8. An applicant for a TC or STC must:
- ☐ Submit the type design
 - ☐ Apply using the designated form
 - ☐ Show compliance with applicable CFRs
 - ☐ All of the above
9. According to part 21 and FAA Order 8110.4(), type design does not include:
- ☐ Drawings and specifications
 - ☐ Reports and computations
 - ☐ Dimensions, materials, and processes
 - ☐ Instructions for Continued Airworthiness
10. Type Certification Board Meetings:
- ☐ Follow a formal agenda
 - ☐ Resolve major project issues
 - ☐ Are documented in minutes
 - ☐ All of the above
11. A tool for documenting compliance with applicable requirements is:
- ☐ A project schedule
 - ☐ The CFRs
 - ☐ A compliance checklist
 - ☐ A report index
12. Before witnessing an official FAA test, a DER should:
- ☐ Have an approved test plan
 - ☐ Verify that conformity inspection is complete and satisfactory
 - ☐ Have been delegated to witness the test
 - ☐ All of the above
13. The document which authorized ground inspections and ground/flight tests is a:
- ☐ Type Inspection Authorization
 - ☐ Compliance Checklist
 - ☐ Conformity Inspection Record
 - ☐ Supplemental Type Certificate
14. Which of the following is never a change to type design:
- ☐ Acoustical change
 - ☐ Major alteration
 - ☐ Major repair
 - ☐ Airworthiness Directive

FIGURE 3. DER APPLICATION EVALUATION (CONTINUED)

Applicant's Name _____

15. Which of the following is not a requirement for being appointed as a DER?
- ☐ Having integrity, sound judgment, and a cooperative attitude
 - ☐ Being a registered Professional Engineer
 - ☐ Having a thorough working knowledge of the pertinent CFR
 - ☐ Having at least one year of experience in direct contact with the FAA
16. The FAA may refuse to renew the appointment of a DER for inactivity.
- ☐ True
 - ☐ False
17. A DER may approve data using FAA Form:
- ☐ 8100-1
 - ☐ 337
 - ☐ 8110-3
 - ☐ All of the above
18. A DER's area of responsibility includes instructions for continued airworthiness.
- ☐ True
 - ☐ False
19. Aircraft maintenance manuals are FAA approved.
- ☐ True
 - ☐ False
20. CFR Part 21 requires the manufacturer to report certain failures, malfunctions, and defects.
- ☐ True
 - ☐ False
21. Service Bulletins that will be referenced in ADs must be coordinated with the FAA.
- ☐ True
 - ☐ False
22. Which of the following is responsible for maintaining an aircraft in an airworthy condition?
- ☐ DER
 - ☐ Original Equipment Manufacturer
 - ☐ Owner/operator
 - ☐ Repair station or certified mechanic
23. FAA Form 8110-3 can be used to return an aircraft to service.
- ☐ True
 - ☐ False
24. A DER with appropriate delegation can approve the following:
- ☐ A service bulletin not referenced in an AD
 - ☐ Engineering data for alterations and repairs
 - ☐ Type Design data
 - ☐ All of the above
25. The NRS provides technical guidance, advice, and assistance to FAA and DERs.
- ☐ True
 - ☐ False

FIGURE 3. DER APPLICATION EVALUATION (CONTINUED)

Applicant's Name _____

26. The AEG provides operation and maintenance input to the aircraft certification process.
- ☐ True
 - ☐ False
27. DER procedures are covered in which document:
- ☐ CFR part 21
 - ☐ Order 8110.37
 - ☐ Order 8100.5
 - ☐ CFR part 183
28. Attendance at a DER Standardization Seminar is:
- ☐ Unnecessary
 - ☐ Highly recommended
 - ☐ Mandatory
29. A DER may make a finding of compliance with foreign regulations.
- ☐ True
 - ☐ False
30. A structural DER delegation can approve major repairs without special authorization.
- ☐ True
 - ☐ False
31. A Consultant DER must notify his appointing ACO when he/she changes address.
- ☐ True
 - ☐ False
32. A Consultant DER conducting work with a project ACO other than his/her appointing ACO must submit a copy of any FAA Form 8110-3 forms to the appointing office.
- ☐ True
 - ☐ False

I hereby affirm that I completed this DER test.

SIGNATURE

DATE

FIGURE 3. DER APPLICATION EVALUATION (CONTINUED)

Applicant's Name _____

SYSTEMS AND EQUIPMENT (MECHANICAL EQUIPMENT)*Reference FAA Order 8110.37, Appendix 2, Chart C1 Cont'd*

DER APPLICANT USE ONLY		FAA USE ONLY	
Requested Areas	SAFETY ANALYSIS	Adv	EP
	4A Air Conditioning		
	4B Hydraulic		
	4C Ice Protection		
	4D Rain Protection		
	4E Oxygen		
	4F Pneumatics		
	4G Wheels, Tires, Brakes		
	4J Pressurization		
	4K Fire Protection		
	4L Water System, Potable & Waste		
	4M Evacuation Systems		
	4N Special (Specify)		
Requested Areas	FLAMMABILITY	Adv	EP
	5I Interior Materials		
	5K Fire Protection		
	5N Special (Specify)		
Requested Areas	LIGHTING/HIRF PROTECTION	Adv	EP
	6A Air Conditioning		
	6B Hydraulic		
	6C Ice Protection		
	6D Rain Protection		
	6E Oxygen		
	6F Pneumatics		
	6I Interior Materials		
	6J Pressurization		
	6K Fire Protection		
	6L Water System, Potable & Waste		
	6N Special (Specify)		

DER APPLICANT USE ONLY		FAA USE ONLY	
Requested Areas	SERVICE DOCUMENTS	Adv	EP
	7A Air Conditioning		
	7B Hydraulic		
	7C Ice Protection		
	7D Rain Protection		
	7E Oxygen		
	7F Pneumatics		
	7G Wheels, Tires, Brakes		
	7J Pressurization		
	7K Fire Protection		
	7L Water System, Potable & Waste		
	7M Evacuation Systems		
	7N Special (Specify)		

FIGURE 3. DER APPLICATION EVALUATION (CONTINUED)

Applicant's Name _____

FLIGHT ANALYST

Reference FAA Order 8110.37, Appendix 2, Chart G

DER APPLICATION EVALUATION TECHNICAL CRITERIA

- Applicant indicates requested area(s) of delegation and attaches supporting data to establish technical expertise and experience.
- Advisor (**Adv**) evaluates requested area(s), recommends area(s) to Evaluation Panel (**EP**). (Y=YES; N=NO) and provides rationale.
- Evaluation Panel evaluates area(s) recommended by Advisor, marks **EP** column. (Y=YES; N=NO) and provides rationale.

DER APPLICANT USE ONLY	
Requested Areas	REVIEW FLIGHT TEST PLANS
	1A Aircraft Performance
	1B Aerodynamics
	1C Flight Characteristics
	1D Sys. Calib. (Air Spd., Alt., Air Temp.)
	1E Propulsion Sys. & Related Comp.
	1F Elec./Electronic Sys.-Related Comp.
	1G Mech. & Hyd. Sys.-Related Comp.
	1H Pressure & Air Conditioning Systems
	1I Auto Control Systems
	1J Ice Protection System
	1K Special (Specify)
Requested Areas	REVIEW FLIGHT TEST INSTRUMENTATION
	2A Aircraft Performance
	2B Aerodynamics
	2C Flight Characteristics
	2D Sys. Calib. (Air Spd., Alt., Air Temp.)
	2E Propulsion Sys. & Related Comp.
	2F Elec./Electronic Sys.-Related Comp.
	2G Mech. & Hyd. Sys.-Related Comp.
	2H Pressure & Air Conditioning Systems
	2I Auto Control Systems
	2J Ice Protection System
	2K Special (Specify)

[illegible]

<i>DER APPLICANT USE ONLY</i>	
Requested Areas	WEIGHT/BALANCE SURVEILLANCE
	3A Aircraft Performance
	3B Aerodynamics
	3C Flight Characteristics
	3F Elec./Electronic Sys. - Related Comp.
	3I Auto Control Systems
Requested Areas	FLIGHT TEST DATA RECORDING
	4A Aircraft Performance
	4B Aerodynamics
	4C Flight Characteristics
	4D Sys. Calib. (Air Spd./Alt./Air Temp.)
	4E Propulsion Sys. & Related Comp.
	4F Elec./Electronic Sys. - Related Comp.
	4G Mech. & Hyd. Sys - Related Comp.
	4H Pressure & Air Conditioning Systems
	4I Auto Control Systems
	4J Ice Protection Systems
	4K Special (Specify)

[illegible]

FIGURE 3. DER APPLICATION EVALUATION (CONTINUED)

Applicant's Name _____

FLIGHT ANALYST

Reference FAA Order 8110.37, Appendix 2, Chart G

<i>DER APPLICANT USE ONLY</i>		<i>FAA USE ONLY</i>		<i>DER APPLICANT USE ONLY</i>		<i>FAA USE ONLY</i>	
Requested Areas	FLIGHT TEST DATA REDUCTION/ANALYSIS	Adv	EP	Requested Areas	COMPLETE PORTIONS OF TYPE INSPECTION REPORTS	Adv	EP
	5A Aircraft Performance				9A Aircraft Performance		
	5B Aerodynamics				9B Aerodynamics		
	5C Flight Characteristics				9C Flight Characteristics		
	5D Sys. Calib. (Air Spd., Alt., Air Temp.)				9D Sys. Calib. (Air Spd., Alt., Air Temp.)		
	5E Propulsion Sys. & Related Comp.				9E Propulsion Sys. & Related Comp.s		
	5F Elec./Electronic Sys. - Related Comp.				9F Elec./Electronic Sys. - Related Comp.		
	5G Mech. & Hyd. Sys. - Related Comp.				9G Mech. & Hyd. Sys. - Related Comp.		
	5H Pressure & Air Conditioning Systems				9H Pressure & Air Conditioning Systems		
	5I Auto Control Systems				9I Auto Control Systems		
	5J Ice Protection System				9J Ice Protection System		
	5K Special (Specify)				9K Special (Specify)		
Requested Areas	FLIGHT TEST DATA EXPANSION (Alt./Temp./Wgt.)	Adv	EP	Requested Areas	REVIEW ACFT. FLT. MANUAL & RECOMMEND APPROVAL	Adv	EP
	6A Aircraft Performance				10A Aircraft Performance		
	6B Aerodynamics				10B Aerodynamics		
Requested Areas	COMPILE FLIGHT TEST REPORTS	Adv	EP		10C Flight Characteristics		
	7A Aircraft Performance				10D Sys. Calib. (Air Spd./Alt./Air Temp.)		
	7B Aerodynamics				10E Propulsion Sys. & Related Comp.		
	7C Flight Characteristics				10F Elec./Electronic Sys. - Related Comp.		
	7D Sys. Calib. (Air Spd., Alt., Air Temp.)				10G Mech. & Hyd. Sys - Related Comp.		
	7E Propulsion Sys. & Related Comp.				10H Pressure & Air Conditioning Systems		
	7F Elec./Electronic Sys. - Related Comp.				10I Auto Control Systems		
	7G Mech. & Hyd. Sys.- Related Comp.				10J Ice Protection Systems		
	7H Pressure & Air Conditioning Systems				10K Special (Specify)		
	7I Auto Control Systems						
	7J Ice Protection System						
	7K Special (Specify)						
Requested Areas	COMPILE PERFORMANCE SUBSTANTIATION REPORTS	Adv	EP	Requested Areas	COMPILE PART 36 REFERENCE PROFILES	Adv	EP
	8A Aircraft Performance				11L Part 36 Reference Conditions		
	8B Aerodynamics						

NOTE: Specific appendix to part 36 (e.g., Appendix C, Appendix G, Appendix H, Appendix J) may be controlled by CFR's authorized in delegation letter (e.g., CFR 23, CFR 25, CFR 27, CFR 29) or by specific appendix (e.g., Appendix J Only). This may require specific CFR limitations for new authorized area L and delegated function 11.

FIGURE 3. DER APPLICATION EVALUATION (CONTINUED)

Applicant's Name _____

FLIGHT TEST PILOT*Reference FAA Order 8110.37, Appendix 2, Chart H***DER APPLICATION EVALUATION TECHNICAL CRITERIA**
Delegated Functions & Authorized Areas

- Applicant indicates requested area(s) of delegation and attaches supporting data to establish technical expertise and experience.
- Advisor (Adv) evaluates requested area(s), recommends area(s) to Evaluation Panel (EP). (Y=YES; N=NO) and provides rationale.
- Evaluation Panel evaluates area(s) recommended by Advisor, marks EP column. (Y=YES; N=NO) and provides rationale.

DER APPLICANT USE ONLY		FAA USE ONLY		DER APPLICANT USE ONLY		FAA USE ONLY	
Requested Areas	RECOMMEND APPROVAL OF FLIGHT TEST PLANS	Adv	EP	Requested Areas	CONDUCT FLIGHT TESTS AND EVALUATIONS	Adv	EP
	1A Aircraft Performance				3A Aircraft Performance		
	1B Flight Characteristics				3B Flight Characteristics		
	1C Propulsion Systems				3C Propulsion Systems		
	1D Hyd., Elec., & Pneumatic Systems				3D Hyd., Elec., & Pneumatic Systems		
	1E Pressurization and A/C Systems				3E Pressurization and A/C Systems		
	1F Flight Instruments & Systems				3F Flight Instruments & Systems.		
	1G Auto Control Systems				3G Auto Control Systems.		
	1H Ice Protection Systems				3H Ice Protection Systems		
	1I Operating Limitations/Procedures				3I Operating Limitations/Procedures		
	1J H/V (Rotorcraft)				3J H/V (Rotorcraft)		
	1K Special (Specify)				3K Special (Specify)		
Requested Areas	CONDUCT GROUND TESTS & EVALUATIONS	Adv	EP	Requested Areas	COMPILE TEST REPORTS	Adv	EP
	2A Aircraft Performance				4B Flight Characteristics		
	2C Propulsion Systems				4F Flight Instruments & Systems		
	2D Hyd., Elec., & Pneumatic Systems				4G Auto Control Systems		
	2E Pressurization and A/C Systems				4I Operating Limitations/Procedures		
	2F Flight Instruments & Systems				4J H/V (Rotorcraft)		
	2G Auto Control Systems				4K Special (Specify)		
	2H Ice Protection Systems						
	2I Operating Limitations/Procedures						
	2K Special (Specify)						
Requested Areas	COMPLETE PORTIONS OF & APPROVE THE TIR	Adv	EP	Requested Areas	COMPLETE PORTIONS OF & APPROVE THE TIR	Adv	EP
	5A Aircraft Performance				5A Aircraft Performance		
	5B Flight Characteristics				5B Flight Characteristics		
	5C Propulsion Systems				5C Propulsion Systems		
	5D Hyd., Elec., & Pneumatic Systems				5D Hyd., Elec., & Pneumatic Systems		
	5E Pressurization and A/C Systems				5E Pressurization and A/C Systems		
	5F Flight Instruments & Systems				5F Flight Instruments & Systems		
	5G Auto Control Systems				5G Auto Control Systems		
	5H Ice Protection Systems				5H Ice Protection Systems		
	5I Operating Limitations/Procedures				5I Operating Limitations/Procedures		
	5J H/V (Rotorcraft)				5J H/V (Rotorcraft)		
	5K Special (Specify)				5K Special (Specify)		

FIGURE 3. DER APPLICATION EVALUATION (CONTINUED)

Applicant's Name _____

FLIGHT TEST PILOT

Reference FAA Order 8110.37, Appendix 2, Chart H

DER APPLICANT USE ONLY		FAA USE ONLY	
Requested Areas	RECOMMEND APPROVAL OF AIRCRAFT FLIGHT MANUAL	Adv	EP
	6A Aircraft Performance		
	6B Flight Characteristics		
	6C Propulsion Systems		
	6D Hyd., Elec., & Pneumatic Systems		
	6E Pressurization and A/C Systems		
	6F Flight Instruments & Systems		
	6G Auto Control Systems		
	6H Ice Protection Systems		
	6I Operating Limitations/Procedures		
	6J H/V (Rotorcraft)		
	6K Special (Specify)		

Additional requirements for a Flight Test Pilot DER:

Circle One

- Yes No (a) Hold a commercial pilot's certificate with instrument rating and be qualified in aircraft of the same category and class and similar in design to that in which the applicant will be conducting tests.
- Yes No (b) Have logged a minimum of 2,000 pilot-in-command (PIC) flying hours (1,000 hours for helicopters) of which at least 100 hours have been logged within the past 12 months.
- Yes No (c) Have logged a minimum of 100 hours of appropriate experimental flight testing experience in the same certification category and in a similar type of aircraft for which the DER appointment is requested.

FIGURE 3. DER APPLICATION EVALUATION (CONTINUED)

Applicant's Name _____

ACOUSTICAL*Reference FAA Order 8110.37, Appendix 2, Chart I***DER APPLICATION EVALUATION TECHNICAL CRITERIA*****Delegated Functions & Authorized Areas***

- Applicant indicates requested area(s) of delegation and attaches supporting data to establish technical expertise and experience.
- Advisor (Adv) evaluates requested area(s), recommends area(s) to Evaluation Panel (EP). (Y=YES; N=NO) and provides rationale.
- Evaluation Panel evaluates area(s) recommended by Advisor, marks EP column. (Y=YES; N=NO) and provides rationale.

DER APPLICANT USE ONLY		FAA USE ONLY	
Requested Areas	MEASUREMENT LOCATIONS	Adv	EP
	1A Acoustical		
	1B Special (Specify)		
Requested Areas	RECORDING EQUIPMENT	Adv	EP
	2A Acoustical		
	2B Special (Specify)		
Requested Areas	ANALYSIS EQUIPMENT	Adv	EP
	3A Acoustical		
	3B Special (Specify)		
Requested Areas	ENVIRONMENTAL CONDITIONS	Adv	EP
	4A Acoustical		
	4B Special (Specify)		
Requested Areas	CALCULATION PROCEDURE	Adv	EP
	5A Acoustical		
	5B Special (Specify)		

NOTES:

1. Acoustical DER appointments require two levels of approval. First, the approval of the ACO manager, then the approval of the Director, Office of Environment and Energy, (AEE-1), or FAA personnel who have been delegated such approval authority. However, technical data approvals and other activities of the acoustical DER will be monitored by the cognizant ACO.

2. All of the above areas are **ONLY** authorized on a case-by-case basis.

FIGURE 4. SAMPLE DMIR/DAR/ODAR APPLICATION PACKAGE SUBMITTAL LETTER



U.S. Department
of Transportation
**Federal Aviation
Administration**

Dear (Designee Applicant):

Enclosed is a designee application package that will assist you in preparing and submitting all the required information. Chapter 2, Tables I-IV of FAA Order 8100.8 contains specific information which must be provided by applicants who seek appointment as a DMIR/DAR/ODAR. The evaluation of the information provided by the applicant showing how they meet the criteria determines if an applicant may be appointed as a designee, identified as a candidate, or have their application denied. When an applicant meets the criteria through direct FAA interaction and verifiable documentation, and there is an FAA need and ability to manage, appointment is made. When all of the criteria are met, with the exception of a direct working relationship with the FAA, an applicant may be identified as a candidate. Failure to meet the above will result in a denial.

The following items make up the DMIR/DAR/ODAR application package:

1. FAA Form 8110-14, Statement of Qualifications (DAR-DMIR-DER-DPRE-DME). *THIS FORM MUST BE COMPLETED AND RETURNED.* If you are requesting appointment as an organizational DAR or DMIR, please ensure your employer completes item 10 and forwards a letter requesting your appointment.
2. Evaluation Forms for GENERAL REGULATORY, TECHNICAL, INTERFACE, and STANDARDIZATION criteria requirements. The supplementary information which is required for REGULATORY, TECHNICAL, and INTERFACE criteria should be attached to the applicable sheet and *RETURNED*.
3. Evaluation forms for SPECIALIZED TECHNICAL criteria. These criteria are specialized to the particular airworthiness function for which you are seeking authorization. Write your name on each of these sheets. Then indicate the requested Authorized Functions for which you are seeking appointment.

For items 2 and 3 you must include documentation which verifies that you possess the required general and specialized knowledge. This may be done by listing experience with quality control methods and techniques, by indicating you have successfully completed designee standardization written examination and by documenting programs you have managed leading to the issuance of original airworthiness certificates or approvals for products and/or parts.

You must also include documentation which verifies that you have had the general and specialized experience required for any of the authorized functions you are requesting. This information should be in a resume format and be as concise as possible. Please include the location and dates where the experience was gained. It is very important that this information verifies your expertise in each of the Authorized Functions requested. Your resume will need to verify that you have all of these additional specific requirements.

Your completed application package *MUST BE RETURNED* for evaluation in accordance with FAA Order 8100.8. Please make information on your application as complete as possible. Concise, accurate, and detailed records are essential to prompt processing of your application. Incomplete packages will be returned. Please forward your application package to:

DOT/FAA
[Location] MIDO
ATTN: [APC name]
[Address]

If you have any questions regarding this application package, please contact [APC name] at [telephone number].

[Signature Block]

FIGURE 5. DMIR/DAR/ODAR APPLICATION EVALUATION (CONTINUED)

Applicant's Name _____

47. The privileges of a DMIR are stated in -

- ☐ FAA Order 8130.2
- ☐ Public Law 103-272
- ☐ CFR Part 183

I hereby affirm that I completed this designee test.

SIGNATURE_____
DATE

FIGURE 5. DMIR/DAR/ODAR APPLICATION EVALUATION (CONTINUED)

Applicant's Name _____

AUTHORIZED FUNCTIONS AND TECHNICAL EXPERIENCE CRITERIA

INSTRUCTIONS: Applicant indicates below, the function(s) for which authorization is sought. On the following SPECIALIZED TECHNICAL EXPERIENCE tables indicate, by putting an "X" in the left column, the appropriate experience for the authorized functions desired. The experience indicated must be substantiated on a separate supplemental sheet and submitted with the application. The Advisor evaluates the requested function(s), and recommends authorized function(s) to the Evaluation Panel by marking the Adv column (Y=Yes, N=No) and provides rationale. The Evaluation Panel evaluates function(s) recommended by the Advisor and marks the EP column (Y=Yes, N=No) and provides rationale.

DMIR Applicants - Indicate Functions Desired						
1	2	3	4	5	6	7

Manufacturing DAR and ODAR Applicants - Indicate Functions Desired														
8	9	10	11	12	13	14	15	16	17	18	19	20	21	22

AUTHORIZED FUNCTIONS

NOTE: A designee shall not be authorized to perform evaluation, surveillance, or investigations of quality control systems, data, procedures, methods, or service difficulty reports. These are inherently governmental functions that are NOT to be delegated. The FAA inspector will NOT authorize any privilege not included in section 183.31 and 183.33. Authorized function(s) must appear on the designees certificate of authority.

DMIR Codes and Functions:

01 Issue original standard or special airworthiness certificate for eligible aircraft and airworthiness approvals for engines, propellers, and product parts at a Production Approval Holder's (PAH's) facility, only when it has been determined that the product(s) conform to the approved design requirements and are in a condition for safe operation.

FIGURE 5. DMIR/DAR/ODAR APPLICATION EVALUATION (CONTINUED)

Applicant's Name _____

02 Issue special airworthiness certificate, in the experimental category, for the purpose of showing compliance with 14 CFR Chapters I and III for aircraft which the PAH holds the Type Certificate (TC) and has undergone changes to the type design that require a FAA official flight test.

NOTE: The designees shall contact their managing office to obtain any special direction or instructions before issuing each experimental airworthiness certificate.

03 Issue export certificate of airworthiness and export airworthiness approval tags in accordance with 14 CFR part 21, subpart L, for the PAH after determining that the products and parts submitted by the PAH conform to the type design, are in a condition for safe operation, and comply with the special requirements of the importing country.

NOTE: Part 21, subpart L, restricts the export of Class I, II, and III products to certain limitations or conditions. These specified limitations or conditions shall be thoroughly reviewed, understood, and satisfied before a DMIR performs these functions.

04 Issue special flight permits to export aircraft after determining that all products presented by the PAH for export conform to the PAH's type design, are in a condition for safe operation, and comply with the special requirements of the importing country.

05 Conduct conformity inspections to determine that prototype products and related parts conform to the design specifications.

06 Conduct conformity inspections to determine that production products and related parts conform to the approved type design and are in a condition for safe operation.

NOTE: All inspections will be delegated by the managing office. In all instances a complete company inspection of the products and related parts must be completed by the PAH or PAH-approved supplier before submitting for DMIR inspection. Generally, a DMIR shall not conduct inspections on behalf of the FAA if the individual has performed the identical inspection on behalf of the PAH or PAH's approved supplier.

FIGURE 5. DMIR/DAR/ODAR APPLICATION EVALUATION (CONTINUED)

Applicant's Name _____

07 Perform functions specifically identified on the DMIR certificate of authority for the PAH, or the PAH's supplier, at any location authorized by the FAA.

DAR-F and ODAR-F Codes and Functions:

08 Issue original standard airworthiness certificates for U.S.-registered aircraft and original airworthiness approvals for engines, propellers, parts, and appliances that conform to the approved design requirements and are in a condition for safe operation.

NOTE 1: Under this function code, the issuance of airworthiness approvals (Form 8130-3) are for domestic shipments only in accordance with FAA Order 8130.21, Procedures for Completion and Use of FAA Form 8130-3, Airworthiness Approval Tag.

NOTE 2: This includes Very Light Aircraft (VLA), aircraft built from spare and surplus parts, and surplus military aircraft. This does not include aircraft built in countries in which the United States does not have a BAA or BASA.

09 Issue special airworthiness certificates, in the experimental category, for the purpose of showing compliance with 14 CFR Chapter I, for U.S.-registered aircraft which have undergone changes to the type design and require flight test prior to the issuance/reissuance of an airworthiness certificate.

10 Issue original/recurrent special airworthiness certificate for primary category aircraft.

11 Issue original/recurrent special airworthiness certificates, in the experimental category, for the purposes of operating amateur-built aircraft, market survey, research and development, and crew training on U.S.-registered aircraft.

12 Issue original/recurrent special airworthiness certificate, in the experimental category, for the purpose of operating exhibition and air racing U.S.-registered aircraft located in the United States.

13 Issue original special airworthiness certificate for U.S.-registered restricted category aircraft, including aircraft built from spare and surplus parts or surplus military aircraft.

NOTE: Spare and surplus apply only to sections 21.21 and 21.27 type certificated aircraft.

14 Issue original Class I provisional airworthiness certificate.

15 Issue original/recurrent special airworthiness certificate for limited category.

FIGURE 5. DMIR/DAR/ODAR APPLICATION EVALUATION (CONTINUED)

Applicant's Name _____

16 Issue special flight permits for U.S.-registered aircraft for the purposes outlined in 14 CFR part 21, sections 21.197(a) (1), (2), (3), (4), (5), and 21.197(b).

17 Issue replacement for lost, stolen, or mutilated standard or special airworthiness certificate if the proper documentation can be obtained from the applicant.

NOTE: This includes the replacement of certificates when the aircraft registration number changes.

18 Issue original export airworthiness approval for Class I products in accordance with the provisions of part 21, subpart L.

19 Issue original export airworthiness approval for Class II products manufactured and located in the United States in accordance with part 21, subpart L.

20 Issue original export airworthiness approval for Class III products that are manufactured and located in the United States in accordance with part 21, subpart L. When this function is delegated to an individual DAR, its application is limited to exporting of Class III products only when employed by an applicant who is the PAH of the product being exported.

NOTE: DAR's may be full-time, part-time, or contract employees of a PAH.

21 Make conformity determinations on aircraft, engines, propellers, and parts thereof to be used for design evaluation programs, e.g., TC and STC programs, and complete all necessary reports.

22 Issue conformity certifications on behalf of the Civil Aviation Authority (CAA) for components manufactured by U.S. suppliers for non-U.S. product manufacturers. Determinations of conformity to the design, test, and quality requirements may be accomplished by a DAR only after the FAA has received notification from the CAA.

FIGURE 5. DMIR/DAR/ODAR APPLICATION EVALUATION (CONTINUED)

Applicant's Name _____

APPLICANT INFORMATION		FAA USE ONLY	
Mark experience possessed for DMIR Functions 1, 2, 4, 6 & 7 and DAR/ODAR Functions 8 through 17 in the left column and attach supplemental substantiation.			
Experience Includes	ISSUE ORIGINAL AIRWORTHINESS CERTIFICATES	Adv	EP
	Five (5) years of experience as a Designated Manufacturing Inspection Representative (DMIR), or		
	Five (5) years of experience as a Designated Alteration Station (DAS) inspector, or		
	Five (5) years of experience as a Delegation Option Authorization (DOA) inspector, or		
	Five (5) years of experience as a company inspector, or		
	Five (5) years of experience as an FAA manufacturing inspector.		
	Involved in either the actual issuance of or having responsibility for managing programs leading to the issuance of original airworthiness certificates for aircraft OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought		
	An organization holding an FAA PC or APIS, must have a person(s) in its employ with five (5) years of experience similar to the experience listed below.		
APPLICANT INFORMATION		FAA USE ONLY	
Mark experience possessed for DMIR Functions 3 & 7 and DAR/ODAR Function 18 in the left column and attach supplemental substantiation.			
Experience Includes	ISSUE ORIGINAL EXPORT AIRWORTHINESS APPROVALS FOR CLASS I PRODUCTS	Adv	EP
	Five (5) years of experience as a DMIR, or		
	Five (5) years of experience as a Delegation Option Authorization (DOA) inspector, or		
	Five (5) years of experience as a company inspector, or		
	Five (5) years of experience as an FAA manufacturing inspector.		
	Involved in either the actual issuance of or having responsibility for managing programs leading to the issuance of original export airworthiness approvals for Class I products OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought.		
	An organization holding an FAA PC or APIS, must have a person(s) in its employ with five (5) years of experience similar to the experience listed below.		
APPLICANT INFORMATION		FAA USE ONLY	
Mark experience possessed for DMIR Functions 3 & 7 and DAR/ODAR Function 19 in the left column and attach supplemental substantiation.			
Experience Includes	ISSUE ORIGINAL EXPORT AIRWORTHINESS APPROVALS FOR CLASS II PRODUCTS	Adv	EP
	Three (3) years of experience as a DMIR, or		
	Three (3) years of experience as a DOA inspector, or		
	Three (3) years of experience as a company inspector, or		
	Three (3) years of experience as an FAA manufacturing inspector.		
	An organization as a holder of an FAA production approval must have a person(s) in its employ with three (3) years experience similar to the experience listed below:		
	Involved in either the actual issuance of or having responsibility for managing programs leading to the issuance of original airworthiness approvals for Class II products OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought or show evidence of knowledge as indicated by the asterisk (*) below for Class II products.		
	* Show evidence of three (3) years experience (for Class II) with quality control methods and techniques. This experience must demonstrate the applicant's ability to determine Class II products (OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought) submitted for original export airworthiness approval meet part 21, subpart L, and any special requirements of the importing country. Should include knowledge of:		
	*First article, in-process, and final assembly inspections;		
	*Quality assurance provisions of special processes (e.g., heat treating, brazing, welding, carbonizing, plating, etc.);		
	*Destructive and nondestructive inspections;		
	*Manufacturing processes;		
	*Airworthiness assurance;		
	*Developing/implementing quality control systems/procedures;		
	*Testing procedures; and		
	*Use of FAA-approved type design data		

FIGURE 5. DMIR/DAR/ODAR APPLICATION EVALUATION (CONTINUED)

Applicant's Name _____

APPLICANT INFORMATION		FAA USE ONLY	
Mark experience possessed for DMIR Functions 3 & 7 and DAR/ODAR Function 20 in the left column and attach supplemental substantiation.		Adv	EP
Experience Includes	ISSUE ORIGINAL EXPORT AIRWORTHINESS APPROVALS FOR CLASS III PRODUCTS		
	Employed by a PAH authorized to issue export airworthiness approvals for Class III products.		
	One (1) year of experience as a DMIR, or		
	One (1) year of experience as a DOA inspector, or		
	One (1) year of experience as a company inspector, or		
	One (1) year of experience as an FAA manufacturing inspector.		
	Organization holding a FAA production approval must have a person(s) in its employ with one (1) year of experience similar to that listed below. Those person(s) authorized by the FAA to issue Form 8130-3 must perform or be directly in charge of inspections which determine that products conform to the PAH's approved type design data and are in a condition for safe operation.		
	Involved in either the actual issuance of or having responsibility for managing programs leading to the issuance of original airworthiness approvals for Class III products OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought: or show evidence of knowledge as indicated by the asterisk (*) below for Class III products.		
	* Show evidence of one (1) year experience (for Class III) with quality control methods and techniques. This experience must demonstrate the applicant's ability to determine Class III products (OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought) submitted for original export airworthiness approval meet part 21, subpart L, and any special requirements of the importing country. Should include knowledge of:		
	*First article, in-process, and final assembly inspections;		
	*Quality assurance provisions of special processes (e.g., heat treating, brazing, welding, carbonizing, plating, etc.);		
	*Destructive and nondestructive inspections		
	*Manufacturing processes		
	*Airworthiness assurance		
	*Developing/implementing quality control systems/procedures;		
	*Testing procedures; and		
	*Use of FAA-approved type design data		
APPLICANT INFORMATION		FAA USE ONLY	
Mark experience possessed for DMIR Functions 5 & 7 and DAR/ODAR Function 21 in the left column and attach supplemental substantiation.		Adv	EP
Experience Includes	MAKE CONFORMITY DETERMINATIONS ON AIRCRAFT AND PARTS THEREOF (including those submitted for FAA tests prior to issuance of a FAA Type Design Approval)		
	Five years experience as a DMIR, or		
	Five years experience as a DAS inspector, or		
	Five years experience as a DOA inspector, or		
	Five years experience as a company Inspector, or		
	Five years experience as an FAA manufacturing inspector:		
	Involved in making actual conformity determinations or having responsibility for managing programs which lead to the determination that prototype or test articles, parts, or installations (including completed aircraft OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought) conformed to the type design under evaluation by the FAA or show evidence of knowledge as indicated by the asterisk (*) below.		
	Organization holding an FAA production approval must have a person(s) in its employ with five years experience similar to experience listed below:		
	Organization not holding a FAA production approval must have a person(s) in its employ with five years experience similar to experience listed below:		
	*Show evidence of five years experience with quality control methods and techniques. This experience must demonstrate the applicant's ability to determine prototype or test articles, parts, or installations, or completed aircraft (OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought) to be used for FAA design evaluation conform to the type design being evaluated. Should include knowledge of:		
	*First article, in-process, and final assembly inspections;		
	*Quality assurance provisions of special processes (e.g., heat treating, brazing, welding, carbonizing, plating, etc.);		
	*Destructive and nondestructive inspections		
	*Manufacturing processes		
	*Airworthiness assurance		
	*Developing/implementing quality control systems/procedures;		
	*Testing procedures; and		
	*Use of FAA-approved type design data.		

FIGURE 5. DMIR/DAR/ODAR APPLICATION EVALUATION (CONTINUED)

Applicant's Name _____

<i>APPLICANT INFORMATION</i>		<i>FAA USE ONLY</i>	
Mark experience possessed for DMIR Functions 5 & 7 and DAR/ODAR Function 22 in the left column and attach supplemental substantiation.			
Experience Includes	ISSUANCE OF CONFORMITY CERTIFICATIONS FOR COMPONENTS MANUFACTURED IN THE UNITED STATES FOR NON-U.S. PRODUCT MANUFACTURER.	Adv	EP
	Three years experience as a DMIR, or		
	Three years experience as a DAS Inspector, or		
	Three years experience as a DOA Inspector, or		
	Three years experience as a company Inspector, or		
	Three years experience as a FAA manufacturing Inspector.		
	Involved in making actual conformity determinations or having responsibility for managing programs which lead to the determination that prototype or test articles, parts, or installations (including completed aircraft OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought) conformed to the type design under evaluation by the FAA, or show evidence of knowledge as indicated by the asterisk (*) below.		
	Organization holding a FAA production approval must have a person(s) in its employ with five years experience similar to experience listed below:		
	*Show evidence of five years experience with quality control methods and techniques. This experience must demonstrate the applicant's ability to determine prototype or test articles, parts, or installations, or completed aircraft (OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought) to be used for FAA design evaluation conform to the type design being evaluated. Should include knowledge of:		
	*First article, in-process, and final assembly inspections;		
	*Quality assurance provisions of special processes (e.g., heat treating, brazing, welding, carbonizing, plating, etc.);		
	*Destructive and nondestructive inspections		
	*Manufacturing processes		
	*Airworthiness assurance		
	*Developing/implementing quality control systems/procedures;		
	*Testing procedures; and,		
	*Use of FAA-approved type design data.		

FIGURE 7. FAA GEOGRAPHIC LOCATIONS (CONTINUED)**Aircraft Certification Offices (ACOs)**

Seattle Aircraft Certification Office (ANM-100S)
Federal Aviation Administration
1601 Lind Avenue SW
Renton, WA 98055-4056
Telephone: (425) 227-2180
FAX: (425) 227-1181

Wichita Aircraft Certification Office (ACE-115W)
Federal Aviation Administration
1801 Airport Road, Room 100
Wichita, KS 67209
Telephone: (316) 946-4100
FAX: (316) 946-4407

FIGURE 7. FAA GEOGRAPHIC LOCATIONS (CONTINUED)

**Manufacturing Inspection Offices/Manufacturing Inspection District Offices/Manufacturing
Inspection Satellite Offices (MIOs/MIDOs/MISOs/CMUs)**

Federal Aviation Administration
Mobile Manufacturing Inspection
Satellite Office
Brookley Field - Building 28
P.O. Box 5196 - Bayside Station
Mobile, Alabama 36615
Telephone: (334) 441-5253
FAX: (334) 441-6032

Federal Aviation Administration
Phoenix Manufacturing Inspection
District Office
13951 N. Scottsdale Road, Suite 123
Scottsdale, Arizona 85254-3454
Telephone: (602) 640-2101
FAX: (602) 640-2113

Federal Aviation Administration
Oklahoma City Manufacturing Inspection
District Office
Wiley Post Airport
FAA Building, Room 206
Bethany, Oklahoma 73008
Telephone: (405) 798-2052
FAX: (405) 798-2062

Federal Aviation Administration
Los Angeles Manufacturing Inspection
District Office
3960 Paramount Boulevard
Lakewood, California 90712-4137
Telephone: (562) 627-5290
FAX: (562) 627-5319/5293

Federal Aviation Administration
Van Nuys Manufacturing Inspection
District Office
7120 Hayvenhurst Ave., Suite 100
Van Nuys, California 91406
Telephone: (818) 904-6298
FAX: (818) 904-6001

Federal Aviation Administration
Windsor Locks Manufacturing Inspection
District Office, NE-MIDO-41
Building 85-214, 2nd Floor
Bradley International Airport
Windsor Locks, Connecticut 06096
Telephone: (860) 654-1091
FAX: (860) 654-1089

Federal Aviation Administration
Orlando Manufacturing Inspection
District Office
Citadel International III Building
5950 Hazeltine National Drive, Suite 405
Orlando, Florida 32822
Telephone: (407) 855-9050
FAX: (407) 438-1900

Federal Aviation Administration
Atlanta Manufacturing Inspection
District Office
One Crown Center
1895 Phoenix Boulevard, Suite 475
Atlanta, Georgia 30349
Telephone: (770) 703-6100
FAX: (770) 703-6108

Federal Aviation Administration
Savannah Manufacturing Inspection
Satellite Office
404 Airways Avenue
Savannah, Georgia 31408
Telephone: (912) 652-5933
FAX: (912) 652-5934

FIGURE 2. DESIGNEE APPOINTMENT TRACKING DOCUMENT (CONTINUED)

_____ 10. Evaluation Panel review. Decision for immediate designee appointment, accept as a candidate, or reject application. Provide written evaluations if agreement is not reached and resolve with management. Send applicant letter informing them of the decision and initial on the evaluation form for each delegation accepted.

_____ 11. Interview applicant. (if not, document justification)

<p>EVALUATION PANEL DECISION: _____</p> <p>APPOINTMENT: _____</p> <p>RECOMMEND CANDIDACY: _____</p> <p>DENY APPOINTMENT: _____</p> <p>(Justify rationale for denial, in writing, and attach to this document.)</p> <p>MEMBER SIGNATURE: _____ Date: _____</p> <p>MEMBER SIGNATURE: _____ Date: _____</p> <p>MEMBER SIGNATURE: _____ Date: _____</p> <p>MEMBER SIGNATURE: _____ Date: _____</p> <p>MEMBER SIGNATURE: _____ Date: _____</p>

_____ 12. Orientation. For designee appointments or candidate status, outline expectations. For DER candidates, have candidate develop a plan to gain the experience necessary for appointment. For DAR candidates, review the DAR Candidate Development Profile.

_____ 13. Have the applicant sign the Designee Working Agreement.

_____ 14. Review candidate. Toward the end of one year period, evaluate candidate.

- a) Has the candidate demonstrated a good command of English language?
- b) Has the candidate demonstrated integrity?
- c) Has the candidate demonstrated sound judgment?
- d) Has the candidate demonstrated a cooperative attitude?
- e) Has the candidate demonstrated an ability to act on behalf of the FAA?
- f) Based on demonstrated performance, will this candidate reduce FAA workload?

If any of these criteria are undemonstrated or there are concerns based on these criteria, a determination must be made as to how the criteria will be satisfied or the candidacy terminated.

FIGURE 2. DESIGNEE APPOINTMENT TRACKING DOCUMENT (CONTINUED)

____ 15. Pre-appointment interview (after candidate period). Outline coordination expectations.

____ 16. Return file to APC who will verify file includes all documentation required and update appointment/candidate/denied status in the DIN database.

APPEAL PANEL RECOMMENDATION: APPOINT: ____

RECOMMEND CANDIDACY: ____

DENY APPLICATION: ____

(Justify rationale for denial, in writing, and attach to this document.)

MEMBER SIGNATURE: _____ Date: _____

MEMBER SIGNATURE: _____ Date: _____

MEMBER SIGNATURE: _____ Date: _____

**FIGURE 4. SAMPLE NOTIFICATION APPLICATION FORWARDED TO
EVALUATION PANEL**

U.S. Department
of Transportation
**Federal Aviation
Administration**

[Date]

[Applicant's Name]

[Applicant's Address]

Dear [Applicant's Name]:

This letter is to advise you that your application for **[Insert designee position sought]** has not been forwarded to an Evaluation Panel for review. in the following requested areas:

[List Areas Requested]

The Evaluation Panel is composed of individuals who have direct knowledge relating to the designation(s) you requested. The evaluation panel has been scheduled to interview you on **[Date & Time]** at **[Location of Meeting]**. Please contact **[APC's Name & Phone #]**, to confirm that you can meet with the panel or to reschedule the interview for a more convenient time.

[Mr./Ms. Advisor's Last Name] has been assigned as your advisor. **[He/She]** is your point of contact with the Federal Aviation Administration to answer any technical questions you may have. You may reach **[him/her]** at **[Advisor's Phone #]**.

Sincerely,

[Manager's Name]

[Appointing Office]

**FIGURE 4. SAMPLE NOTIFICATION APPLICATION NOT FORWARDED TO
EVALUATION PANEL**


 <p>U.S. Department of Transportation Federal Aviation Administration</p> <p>[Date]</p> <p>[Applicant's Name] [Applicant's Address]</p> <p>Dear [Applicant's Name]:</p> <p>This letter is to advise you that your application for [Insert type of designation] has not been forwarded to an Evaluation Panel for review. A preliminary review against the established criteria for appointment revealed your application was deficient in the following areas:</p> <p>[Show appointment criteria deficiency with explanation]</p> <p>You have the option of appealing our decision, or you may resubmit your application with additional information at any time. Should you chose to exercise your right of appeal, you may contact [APC and phone number], and request that an Appeal Panel be convened. You must exercise this option within 60 days of the date of this letter.</p> <p>Thank you for your interest in the DER program.</p> <p>Sincerely,</p> <p>[Manager's Name] [Appointing Office]</p>

FIGURE 5. SAMPLE NOTIFICATION OF DENIAL LETTER

U.S. Department
of Transportation
**Federal Aviation
Administration**

[Date]

[Applicant's Name]
[Applicant's Address]

Dear [Applicant's Name]:

This letter is to advise you that your application for **[Insert type of designation]** has been denied. A review against the established criteria for appointment revealed your application was deficient in the following areas:

[Show appointment criteria deficiency with explanation]

You have the option of appealing our decision, or you may resubmit your application with additional information at any time. Should you chose to exercise your right of appeal, you may contact **[APC and phone number]**, and request that an Appeal Panel be convened. You must exercise this option within 60 days of the date of this letter.

Thank you for your interest in the designee program.

Sincerely,

[Manager's Name]
[Appointing Office]

**FIGURE 6. SAMPLE NOTIFICATION OF IDENTIFICATION AS A DER
CANDIDATE - COMPANY**



U.S. Department
of Transportation

**Federal Aviation
Administration**

[Date]

[Company's Name]

[Company's Address]

Dear [Applicant's Name]:

The FAA has reviewed the application of [Mr./Ms. Candidate] for appointment as a [Discipline] Designated Engineering Representative (DER). The Los Angeles Aircraft Certification Office is not acquainted with [Mr./Ms. Candidate]. One of the Order 8100.8 requirements for appointment is that the individual has worked with and contacted the FAA for a minimum of one year. However, during this initial period, we are pleased to select [Mr./Ms. Candidate] as a "DER Candidate." This status confers no official FAA delegation of authority and should not be construed as implying that the FAA will at any time in the future appoint him/her as an FAA DER. In addition, [Mr./Ms. DER's mentor name] has been appointed to act as [his/her] DER mentor during this time.

The "DER Candidate" status means that the FAA has formally taken notice of his desire to be a DER and will, therefore, as part of his training process, review his certification activity and data submittals for acceptability in accordance with FAA DER Performance Standards. [Mr./Ms. Candidate], as a DER candidate, should prepare the FAA Form 8110-3, Statement of Compliance with the Federal Aviation Regulations, review the compliance data and provide concurrence by adding the following note in the title box on Form 8110-3, "The above data have been reviewed by DER Candidate (printed name and signature of candidate and date)." The data package will then be submitted to [Mr./Ms. DER's mentor name], [DERTXXXXXXXXNM], for his review and approval on the Form 8110-3. The FAA will notify your DER of [Mr./Ms. Candidate] status and will periodically request the DER's comments on the acceptability of the candidate's submittals. The objective of the DER Candidate Program is to provide the candidate an opportunity to learn to function as an FAA DER and thereby provide the basis for a DER appointment.

The specific technical specialty area our evaluation will cover in accordance with the authorized Regulations, delegated functions and authorized areas of FAA Order 8110.37, Designated Engineering Representatives (DER) Guidance Handbook [Insert latest revision] are as follows:

**FIGURE 8. SAMPLE NOTIFICATION OF IDENTIFICATION AS A DER
CANDIDATE - CONSULTANT**

U.S. Department
of Transportation

**Federal Aviation
Administration**

[Date]

**[Consultant/Small Company]
[Name and Address]**

Reference: **[Letter Requesting DER Appointment]**

Dear **[Mr./Ms. Applicant's Last Name]**:

Nomination of a New **[Discipline]**
Designated Engineering Representative (DER) Candidate

One of the Los Angeles Aircraft Certification Office's requirements for appointment as a DER is that the individual has recently worked with the FAA for a minimum of one year in making compliance findings to the regulations. The FAA has reviewed your application for appointment as a **[Discipline]** DER and at this time we do not consider that you have met the requirement.

However, during this initial period, we are pleased to appoint you as a "DER Candidate." This status confers no official FAA delegation of authority and should not be construed as implying that the FAA will at any time in the future appoint you as an FAA DER. In addition, **[Mr./Ms. DER's mentor name]**, has been appointed to act as your DER mentor during this time.

The "DER Candidate" status means that the FAA has formally taken notice of your desire to be a DER and will, therefore, as part of the training process, review your certification activity and data submittals for acceptability. The data submittal is to be accompanied by a signed and properly completed DER Candidate Statement of Compliance Form, in addition to a completed Form 8110-3 signed by **[Mr./Ms. DER's mentor name]**, **[DERT-XXXXXX-NM]**. The FAA will notify your DER of your candidate status and will periodically request the DER's comments on the acceptability of your submittals. The objective of the DER Candidate Program is to provide the candidate an opportunity to learn to function as an FAA DER and thereby provide the basis for a DER appointment.

**FIGURE 8. SAMPLE NOTIFICATION OF IDENTIFICATION AS A DER
CANDIDATE - CONSULTANT (CONTINUED)**

The specific technical specialty area our evaluation will cover in accordance with the authorized regulations, delegated functions and authorized areas of Order 8110.37 **[Insert latest revision]** are as follows:

Designated Engineering Representative Candidate - **[Consultant or Small Company] -**

[Discipline(s), i.e. Structures, Systems & Equipment, Propulsion, Flight Test]

Authorized Regulations: **[i.e., CFR 23, CFR 25, CFR 27, etc.]**

Delegated Functions and Authorized Areas per Order 8110.37 **[Insert latest revision]**,
Appendix 2

Charts: **[i.e., Chart A, Chart B, Chart C1, Chart H, as appropriate, listing
authorized area(s) under each chart].**

We are providing a copy of Order 8110.37 **[Insert latest revision]** for your use and guidance in learning the functions and responsibilities of the FAA Designated Engineering Representative (DER) System and an initial supply of DER Candidate Statement of Compliance Forms.

If you have any questions with respect to these delegations, the initial contact should be with your FAA Advisor, **[Name]**, **[Phone]**.

The FAA provides regulatory material and many current FAA publications such as safety data, airworthiness regulations, Orders, Notices, Advisory Circulars, and Airworthiness Directives through FedWorld. FedWorld is an electronically accessible information database maintained by the National Technical Information Service (NTIS), an agency of the U.S. Department of Commerce. Connection to FedWorld may be made by modem or Internet. FAA Order 8110.37B, pages 27-28, contain instructions on accessing FedWorld. This information and other related regulations and policy may be reviewed through your appointing ACO or may be purchased from the U.S. Government Printing Office or U.S. Government Bookstores.

As a newly appointed DER candidate, you are required to attend our two-day FAA DER Standardization Seminar within the first year of your appointment. This seminar is usually given in July and this year will be held on **[Give date and location]**.

**FIGURE 9. SAMPLE NOTIFICATION OF IDENTIFICATION AS A DAR
CANDIDATE (CONTINUED)**

We are providing you with a copy of FAA Order 8130.28, Airworthiness Designee Management Program for your use and guidance in learning the functions and responsibilities of an FAA DAR. Additionally, The FAA provides regulatory material and many current FAA publications such as safety data, airworthiness regulations, Orders, Notices, Advisory Circulars, and Airworthiness Directives through FedWorld. FedWorld is an electronically accessible information database maintained by the National Technical Information Service, an agency of the U.S. Department of Commerce. Connection to FedWorld may be made by modem or Internet. FAA Order 8130.28 contains instructions on accessing FedWorld. This information and other related regulations and policy may be reviewed through your appointing office or may be purchased from the U.S. Government Printing Office or U.S. Government Bookstores.

If you have any questions you may contact **[Mr./Ms. Mentor's Name]** who has been assigned as your FAA mentor during your candidacy period. **[Mr./Ms. Mentor's Name]** can be reached at **[Mentor's Phone #]**.

Sincerely,

[Manager's Name]
[Appointing Office]

FIGURE 10. SAMPLE NOTIFICATION OF APPOINTMENT AS A DMIR/DAR/ODAR



U.S. Department
of Transportation
**Federal Aviation
Administration**

[Date]

[Applicant and/or Company's Name]
[Applicant and/or Company's Address]

Dear [Applicant and/or Company's Name]:

We are pleased to inform you that your appointment as a [Insert type of designee] per Title 14 of the Code of Federal Regulations (14 CFR) section [Insert appropriate section of the CFR, e.g., 183.31(a)(1)(2)] has been approved. This letter serves as your Certificate of Authority. This Certificate of Authority should be retained for your use and should be safely filed where it is available to you and the FAA. Your FAA Form 8000-5, Certificate of Designation, is also enclosed and should be displayed in your office. In addition, a wallet-sized reproduction is enclosed for identification purposes.

DESIGNATION CERTIFICATE NUMBER: [Insert number, e.g., DMIR-123456-CE]

FIXED BASE OF OPERATION: [Insert appropriate designee or company address]

DATE OF DESIGNATION: [Insert date of initial appointment/renewal]

DESIGNATION EXPIRATION: [Insert date]

AUTHORIZED FUNCTIONS AND LIMITATIONS: This authorization is subject to certain functions and limitations as described below:

[If there are no limitation noted, the word "none" should be recorded]

(The following are examples of functions and limitations delegated to a DMIR)

PAH	FUNCTIONS AUTHORIZED
ABC Aircraft Co. 711 World Way Palomino, CA 00000	Function Code 06 - Conduct conformity inspections to determine that production products and related parts conform to the approved type design and are in a condition for safe operation. 14 CFR section 183.31(b)(2)
Acme Aircraft 75 Alfred Dr. Union City, NJ 00000	Function Code 03 – Export Class II and III products only. 14 CFR section 183.31(a)(2)

(The following are examples of functions and limitations delegated to a DAR/ODAR. If there are no limitations cited, then the word "none" should be recorded.)

1. Function Code 08 – Issue original standard airworthiness certificates for U.S.-registered aircraft and original airworthiness approvals for engines, propellers, parts, and appliances that conform to the approved design requirements and are in a condition for safe operation.